

PD LOG #	Requested Items	To Do Date	To Do Status
12-21985	Static Risk Scores / Assessment Reports	10/22/2012	Waiting-Someone else
12-21986			Initial
12-21987			Initial
12-21988			Initial
12-21989			Initial
12-21990	All supporting documents/evidence/confidential reports used for a 713 infraction dated 05/29/2012.All supporting documents/evidence/confidential reportsfrom the hearing dated 06/06/2012	11/19/2012	Other
12-21991	1. A copy of your medical file; 2. Any certification, license, training, and any other authorization allowing OA3 T. Kessler of CRCC Medical to interpret my medical records and discontinue my follow-ups for glaucoma IOP checks.		Initial
12-21992			Initial
12-21993			Initial
12-21994	1. A copy of CCO Andrea Mathern's letter to tort claim investigator Greg Pressel sometime between 3-17-06 and 5-10-06 regarding your tort claim submitted. 2. Complete copy your medical prescriptions from 5-10-06 through August of 2006, including your prescription of methadone in July or August of 2006. a4. A copy of your chemical dependency evaluation done by Evergreen Maner Inc. in 2005 Dependency under the tracking number of CD-3011. This will be responded to from Chemical Dependency records staff.		Initial
12-21995			Initial
12-21996	All of his chronos		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21997	Hegge	Alvin	Offender	952368	9/14/2012	Garland, Kari A. (DOC)	any/all "writings" or policies regarding tort claim # 07570016	12/14/2012	3 Closed	In Unit	0	0	4
12-21998	Kelley	Dustin	Offender	873214	9/14/2012	DOC CBCC PDU	phone recordings from 9/10/12 from i/m pin #87645929	9/27/2012	3 Closed	Out of Unit			0.75
12-21999	West	Jasmine	Citizen	738190	9/14/2012	DOC WSP PDU	Julian Rangel 738190 legal face sheet		0 New	Out of Unit			
12-22000	Correa	Gabriel	Offender	359262	9/14/2012	Skewis, Erin K. (DOC)	first two commissary receipts from WCC		3 Closed	In Unit	2		
12-22001	Richter	Becky	Offender	720293	9/14/2012	DOC WCCW PDU	RM search done 9/12/12; why it was suspicious	11/20/2012	3 Closed	Out of Unit	14		1
12-22002	Bryan	Richard	Offender	893416	9/14/2012		12/9/09 record of medical callout and staff person and record authorizing co pay taken from trust account for 12/9/09 visit and staff that authorized it.	1/2/2013	3 Closed	In Unit	3	3	5
12-22003	Green	James	Offender	750612	9/14/2012	DOC WSP PDU	J&S and criminal history		0 New	Out of Unit			
12-22004	Abdullah	Akbar	Offender	865718	9/14/2012	DOC CRCC PDU	J&S		0 New	Out of Unit			
12-22005	Velasquez	Destry	Offender	303075	9/14/2012	Garland, Kari A. (DOC)	any/all incident reports, witness statements, CI info, and investigations regarding WAC violation 603 & 714 on 4/21/12 and 7/09/12	4/17/2013	3 Closed	In Unit	66	0	11.75
12-22006	Dartu	Liliana	Attorney	958324	9/14/2012	DOC WSP PDU	Paul Guthrie 958324 CF		0 New	Out of Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21997		No		0.50					Alvin Hegge	
12-21998		No		0.75					Dustin Kelley	
12-21999		No							Jasmine West	
12-22000		No							Gabriel Correa	
12-22001		No		0.50					Becky Richter	8/28/13 Admin Closure, non payment
12-22002		No							Richard Bryan	
12-22003		No							James Green	
12-22004		No							Akbar Abdullah	
12-22005		No		1.00					Destry Velasquez	<p>Infraction occurred at SCCC</p> <p>OMNI Printed infraction screens. No chronos re the infraction</p> <p>The hearing audio needs to be reviewed - located in PDU-22005 Velasquez folder in the Requests file</p>
12-22006		Yes					O'Donnell Clark & Crew		Liliana Dartu	OHR-15212

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21997	9/21/2012	9/21/2012			2012-9		\$ -	
12-21998	9/14/2012	9/21/2012			2012-9	9/21/2012	\$ 0.87	9/27/2012
12-21999		9/21/2012			2012-9	9/21/2012		
12-22000	9/17/2012	9/21/2012			2012-9			
12-22001	9/20/2012	9/21/2012			2012-9	11/27/2012	\$ 4.12	
12-22002	9/21/2012	9/21/2012		Photocopy	2012-9		\$ 1.05	12/26/2012
12-22003		9/21/2012			2012-9	9/21/2012		
12-22004		9/21/2012			2012-9	9/21/2012		
12-22005	9/21/2012	9/21/2012		Photocopy	2012-9		\$ -	
12-22006		9/21/2012			2012-9	9/21/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21997	09/19/12 Sent RS to Risk Management & SCCC (due 10/10/12) 09/21/12 Mailed int 5-day response letter (63/122112) 10/08/12 Per Risk Management - no docs (no time rept) 10/09/12 Per SCCC - no docs (2 hrs time rept.) 12/14/12 Mailed final letter to Hegge - no docs. REQUEST CLOSED - PDU Folder to file room bin	2.00	2.00
12-21998	9/18/12 cost letter mailed.	0.50	0.25
12-21999			
12-22000	9/17/12 - Mailed int; Next Due 11/19/12 RS to WCC 10/11/12 - Mailed \$ letter 5/21/13 - FILE CLOSED - FILE ROOM		
12-22001	Had to send a more time letter, due to staff not wanting to respond to this request 11/9/12	0.50	0.50
12-22002	initial sent 9/21/12 cst sent 11/21/12 fnl sent 1/2/13	2.00	3.00
12-22003			
12-22004			
12-22005	09/20/12 Sent RS to SCCC & CBCC (due 10/11/12) 09/21/12 Mailed int 5-day response letter (60/121912) 10/04/12 Recd docs from CBCC (12 pgs fr CF) (.50 time) 10/10/12 Recd docs & CD from SCCC (4 hrs time) 12/19/12 Mailed ext (42/022013) 02/20/13 Mailed ext (40/041713) 02/22/13 Added records to DV/JG task que for 2nd eyes of I & I (due 3/15/13) 03/25/13 Recd reply from DV re 2nd eyes for I & I (1 hr time rept) 04/17/13 Mailed \$ cost letter for inst 1 (66 pgs/\$16.12) 03/03/15 Request administratively closed due to non-payment	4.50	7.25
12-22006			

PD LOG #	Requested Items	To Do Date	To Do Status
12-21997	A copy of any and all writings; any and all email or other electronic communications; all investigation reports and data relevant to WA Tort Claim #07570016 filed in the Office of Risk Management in Olympia. You are also requesting any Statutes, Administrative Code(s), Policies or Procedures that were relevant to processing WA Tort Claim #07570016.		Other
12-21998			Initial
12-21999			Initial
12-22000			Initial
12-22001			Other
12-22002			Initial
12-22003			Initial
12-22004			Initial
12-22005	Any/all documents related to a serious infraction WAC Violation 603 & 704 dated 7/9/12 that Velasquez received; to include the following 1. Any/all incident reports 2. Any/all witness statements 3. Any/all documents related to the infraction dated 7/9/12 (incident occurred 4/21/12). 4. Any/all confidential information 5. Confidential information Checklist 6. Any/all information concerning the investigation		Other
12-22006			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22007	Morales	Neylis	Citizen		9/14/2012	Peterson, Terrina D. (DOC)	any public records involving communication between herself and i/m's		3 Closed	In Unit	0	0	2
12-22008	Carter	Gregory	Offender	128184	9/14/2012	DOC SRCJC PDU	release from supervision	9/20/2012	3 Closed	Out of Unit	10	10	
12-22009	Rhoades	Jeff	Law Enforcement	269927	9/14/2012	Skewis, Erin K. (DOC)	David Leadbetter 269927	9/20/2012	3 Closed	In Unit	10	10	1
12-22010	Hanson	Melissa	DOC Staff		9/17/2012	Peterson, Terrina D. (DOC)	any/all emails to/from S. Ashcroft, D. Lontz, B. Hoage, A. Habisoh, and K. Denison from 6/2012-9/14/12	12/12/2012	3 Closed	In Unit	424	424	8
12-22011	Brown	Andrew	Offender	324196	9/17/2012	DOC CRCC PDU	J&S and criminal history		0 New	Out of Unit			
12-22012	Hegge	Alvin	Offender	952368	9/17/2012	Garland, Kari A. (DOC)	any/all "writings" regarding the termination of SCCC's fee-based music program from 1/1/09-9/10/12	2/14/2013	3 Closed	In Unit	202	606	15

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12-22007		No							Neylis Morales	MCC AHCC CRCC SCCC CCCC WSP WCC CBCC Thrasher
12-22008		No							Gregory Carter	
12-22009		No		1.00			Mason Co. Sheriff's Office		Jeff Rhoades	
12-22010		No							Melissa Hanson	similar to Jamie's requests 18787 & 21756
12-22011		No							Andrew Brown	
12-22012		No		0.50					Alvin Hegge	CD 186 pages (sccc) + 16 pages (policies)

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12-22007	9/17/2012	9/21/2012			2012-9	12/11/2012	\$ -	
12-22008	9/17/2012	9/21/2012			2012-9	9/21/2012	\$ -	
12-22009	9/18/2012	9/21/2012			2012-9			
12-22010	9/18/2012	9/21/2012		Compact Disk	2012-9	1/29/2013	\$ 1.69	12/12/2012
12-22011		9/24/2012			2012-9	9/24/2012		
12-22012	9/24/2012	9/24/2012		Compact Disk	2012-9		\$ 1.71	6/3/2013

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22007	<p>09/17/2012 Initial response/clarification10/3/12Response rec'd with a list of offenders 10/4/12Routing to facilities / Thrasher 10/18/12MCC extention to (11/15) 10/23/2012Rec'd Voicemail(10/19/12) from requestor asking to cancel this request.</p>		2.00
12-22008	Assigned to Lorie Price		0.50
12-22009	<p>9/18/12 - Emailed int with 10 pages from Liberty; Next Due 11/5/12 I also informed requester about law enforcement dissemination</p> <p>9/20/12 - Rec'd word from ESR Rhonda DeBpwer that Rhodes contacted her. She started dissemination process; I called Rhodes and he stated he'd like to cancel the PD request since he can get teh records thru Rhonda</p>		1.00
12-22010	<p>9/18/12 initial responseIT Request for emails10/30/20121st installment emailed (62pgs) 11/28/20122nd install cost letter emailed (362) 12/12/122nd Install payment rec'd docs mailed 1/16/13 - 6Reviewed 3rd installment3rd install duplicate to 2ndcontacted requestor to make sure she wanted the duplicates... she does not. Request closed.</p>		
12-22011			
12-22012	<p>09/20/12 Sent RS to SCCC (due 10/11/12) 09/24/12 Mailed initial 5-day response letter (60/122012) 10/12/12 Recd docs from SCCC (6 hrs time rept) 10/19/12 Recd more docs from SCCC (total 8 hrs time)</p> <p>12/13/12 Sorted/scanned/reviewed docs recd from SCCC (186 pages responsive docs total) 12/20/12 Mailed \$ cost letter (186 pgs/\$42.50) 12/26/12 Sent email to Policy (possible inst 2) 01/09/13 Recd letter from requestor- wants docs on CD 01/15/13 Mailed \$ cost letter (186 pgs/\$1.69 - CD) (added 16 pgs policies - 202 pgs total) 02/01/13 Recd \$ 02/14/13 Mailed CD</p> <p>REQUEST CLOSED</p> <p>04/12/13 Recd letter from Hegge stating he did not receive the CD 04/22/13 Sent another copy of the CD and the final letter dated 2/14/13. 05/07/13 Recd Mail Rejection Notice from SCCC (reason 37 Other offender's grievance is on CD)</p> <p>REQUEST CLOSED</p> <p>06/03/13 Recd letter requesting another copy of the records on CD. He is also requesting that they be mailed to Dana Glave, 13517 203rd St E, Graham, WA 98338. 08/16/13 Mailed docs on CD to Graham address</p> <p>REQUEST CLOSED</p>	8.00	7.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22007	<p>1. Any public records available of any kind of communication between you and inmates incarcerated with Washington State Department of Corrections. Regarding the following offenders</p> <ul style="list-style-type: none"> • Robert T. Northup Inmate # 761654 • Jon W. Montgomery Inmate # 979067 • Timothy R. Bland Inmate # 798664 • Anton A. Lindbeck Inmate # 996653 • Luis A. Camejo Rodriguez Inmate # 812814 • Larry Kleven Inmate # 700069 • Scott A.Freeburg Inmate # 250835 • Kelly M. Irby Inmate # 258773 • David Gass Inmate # 987841 • Clark L. Stuhr Inmate # 947192 • Kevin L Rimer Inmate # 714089 • Brian Larson Inmate # 825335 • Justan Cola Inmate # 888738 • Billy Neal Inmate # 824660 • Herb Blumer Inmate # 901445 • Kyle F Johnson Inmate # 965246 • David Davison Inmate # 630654 • William Hargrave Inmate # 711491 • Daniel Reck Inmate # 712796 • Dean Royer Inmate # 913359 • Gus Turner Inmate # 288047 	10/17/2012	Waiting Someone else
12-22008			Initial
12-22009			Initial
12-22010	All Emails from Susan Ashcroft, Donna Lontz, Becky Hoage, Aly Habisoh, Kim Denison and Deen Hanson that have anything to do with Melissa Hanson, "your son", Daniel Hanson or the WCC Friends and Family Day	11/28/2012	Prep Records
12-22011			Initial
12-22012	<p>1. Any and all writings, email or other electronic communications regarding the termination of the SCCC fee-based music program, from 1/1/09 to 9/10/12</p> <p>2. Including all inter communications and/or policy changes concerning the SCCC Offender Betterment Fund expenditures, savings and/or transactions relevant to the termination of the SCCC fee-based music program.</p>		Other

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12-22013	Garner	Gary	Offender	302637	9/17/2012	Pernula, Theresa L. 'Terry' (DOC)	the questions asked in Static 99, 2002, and Minnesota Offender Scores	2/4/2013	3 Closed	In Unit	5	5	1.5
12-22014	Faulkner	Clarence	Offender	842107	9/17/2012	Terrell, Paula L. (DOC)	current local/long distance offender telephone contract, DOC general ledger, balance sheet, trial balance showing total charges billed to i/m's, comparative report with other contractors, and distribution of revenue		3 Closed	In Unit			
12-22015	Gardner	Gary	Offender	302637	9/17/2012	DOC AHCC PDU	chronos file	1/9/2013	3 Closed	Out of Unit	14	14	

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12-22013	No								Gary Garner	9-24-12 AHCC PDC A Guzman conv w/Jamie Gerken. Jamie requests this PD be reassigned to HQ. Email sent to C. Everson to reassign, this date.
12-22014	No			2.00					Clarence Faulkner	2/28/13 Closed due to non-payment.
12-22015	No			3.00					Gary Gardner	END RETENTION PERIOD 1-10-2020

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22013	9/24/2012	9/24/2012		Photocopy	2012-9	2/28/2013	\$ 1.45	1/29/2013
12-22014	9/24/2012	9/24/2012			2012-9	12/6/2012		
12-22015	9/24/2012	9/24/2012		Photocopy	2012-9	9/24/2012	\$ 4.10	10/24/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22013	<p>9-24-12 AHCC PDU Initial ltr sent</p> <p>rcv'd file 12-27-12</p> <p>2012 12-27 mailed follow up letter</p> <p>2013 1-7 mailed cost letter for 5 pgs / \$1.45 1-29 rcv'd pmt of \$1.45 2-4 mailed final letter & 5 pgs</p> <p>HOURS: 1.5 CLOSED</p> <p>2012 Dec. - 0.5</p> <p>2013 Jan. - 0.5 Feb. - 0.5</p>		1.50
12-22014	<p>Requesting clarification of items 2, 3, and 4.</p> <p>Sent RS for item #1 to Contracts Saved in ADOBE. Also told to send workflow to Tim Thrasher.</p> <p>10/24/12 RS TO Tim Thrasher</p> <p>10/1/12 received letter providing time frame for records for items #2, 3, and 4.</p> <p>10/5/12 responded to above letter.</p> <p>Because of the above letter sent a new RS to HQ Contracts Business Services Worksheet responsive to request received and saved in Outlook. See email w/records for details about responsive records.</p> <p>\$\$Cost letter due 11/2/12\$\$ 11/5/12 sent extension letter \$\$New due date for cost letter is 12/6/12\$\$ 12/6/12 prepared cost letter and gave to JG for review</p> <p>CD, actual cost \$0.79 x 1 \$0.79 Postage + \$0.90 Total Cost</p>		
	<p>\$1.69 Records have been reviewed. there are no redactions. 12/6/12 JG approved letter 12/6/12 mailed cost letter.</p>		
12-22015	<p>9-24-12 AHCC PDU Initial/Cost ltr sent 9-24-12 AHCC PDU Agency Denial Form/Exemption Log sent 10-24-12 AHCC Business office processed payment. 1-9-13 AHCC PDU rcvd ltr from Gardner dated 1-3-13. No documents received yet... 1-9-13 AHCC PDU verified with Business off ice payment was processed bu failed to notify AHCC PDU. 1-9-13 AHCC PDU mailed final ltr w/documents.</p>	5.00	

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12-22013	1. Static 99 Questions 2. Static 2002 Questions 3. Minnesota Sex Offender Score Sheet		Initial
12-22014	1. A copy of the current local and long distance offender telephone contract between the Washington Department of Corrections (DOC) and FSH Communications and/or any other entity providing this service to the prisoners; 2. A copy of the DOC General ledger, balance sheet, trial balance, or other report(s) showing the total charges billed to the prison population and the amount of income the DOC received from the contract; 3. A copy of any comparative report or study indicating the costs of this service is provided by another contractor; 4. A copy or report of the distribution/usage of the revenue generated by the contract. This can be on a monthly, quarterly, yearly, or whatever period the profits are paid to DOC. For items #2, 3, and 4 above, please provide a time frame of records. Once a time frame is provided, I will proceed with items #2, 3 and 4.		Initial
12-22015	All chronos		Initial

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12-22029	Matthews	Brian	Offender	796769	9/17/2012	Schave, Gaylene R. (DOC)	original, signed grievance logs from 51 grievances	12/21/2012	3 Closed	In Unit	58		8
12-22030	Pelcha	Heather	Other Government Ag	832061	9/17/2012	Siverts, Jacqueline L. (DOC)	Charles Adams 832061 police reports	10/26/2012	3 Closed	In Unit	16	16	3
12-22031	Samayoa	Patricia	Other Government Ag	740259	9/17/2012	Siverts, Jacqueline L. (DOC)	sentence computation for Jason Tiffin 740259 case # 05-02656-1	9/19/2012	3 Closed	In Unit	3	3	1
12-22032	Frederick	Carol	Provider	334868	9/17/2012		Tyler McDonald 334686 medical billing		3 Closed	In Unit	3	3	2.5
12-22033	Baker	Michael	Media		9/18/2012		all communications with law enforcement regarding Steven Powell from 12/1/09-12/31/11 and his calendar from 12/2009	10/10/2012	3 Closed	In Unit	4	4	16.5
12-22034	Cornelius	Lynda	Offender	765341	9/18/2012	Siverts, Jacqueline L. (DOC)	certified copy of certificate and order of discharge	9/24/2012	3 Closed	In Unit	1	1	0.5
12-22035	Talley	Robert	Offender	965861	9/18/2012		MRT certificate	10/3/2012	3 Closed	In Unit	0		2
12-22036	Williams	Jesse	Other Government Ag	796935	9/18/2012	Schave, Gaylene R. (DOC)	Troy Carruthers 796935 certified copies of J&S'	10/15/2012	3 Closed	In Unit	6	6	1
12-22037	Darby	Jessica	Offender	340210	9/18/2012	DOC WCCW PDU	entire records, J&S, all court docs		3 Closed	Out of Unit			87

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12-22029		No							Brian Matthews	
12-22030		No		3.00			OR Dept. of Human Services		Heather Pelcha	
12-22031		No		1.00					Patricia Samayoa	
12-22032		No		2.50			Associated Independent Reporters		Carol Frederick	OHR-17135
12-22033		No					Associated Press		Michael Baker	
12-22034		No		0.50					Lynda Cornelius	
12-22035		No		2.00					Robert Talley	
12-22036		No					US Attorney's Office		Jesse Williams	
12-22037		No		0.50					Jessica Darby	sent cost letter 11/9/12 1/16/13 admin closure due to non payment

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12-22029	9/18/2012	9/24/2012			2012-9			
12-22030	9/19/2012	9/24/2012			2012-9	10/30/2012		
12-22031	9/19/2012	9/24/2012			2012-9	9/24/2012		
12-22032	9/19/2012	9/24/2012		E-Mail	2012-9	11/13/2012	\$ -	
12-22033	9/24/2012	9/25/2012			2012-9	9/25/2012		
12-22034	9/20/2012	9/25/2012			2012-9	9/25/2012		
12-22035	9/19/2012	9/25/2012			2012-9	10/1/2012	\$ -	
12-22036	9/24/2012	9/25/2012			2012-9			
12-22037	9/20/2012	9/25/2012			2012-9	9/25/2012	\$ 22.55	

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12-22029	<p>11/14/12 § letter Appeal letter rec'd 12/21/12</p> <p>Administratively closed; no payment received.</p>		8.00
12-22030	<p>1. Initial request received 09-17-12 2. Archived Field file requested 09-17-12 3. Initial e-mail sent to requestor. Requestor responded asking for all records related to Charles Adams. PDS Siverts responded asking for clarification of request. 09-19-12 4. No clarification received. 16 pages of police reports per original request and final letter sent to requestor via e-mail. 10-26-12</p>		3.00
12-22031	<p>1. Received initial request. 09-17-12 2. Sent final e-mail to requestor and 3 pages of responsive documents. 09-19-12.</p>		1.00
12-22032	<p>9/19/12 Emailed initial letter to requestorEmailed routing slip to pdc.9/27/12Sent 2nd routing slip to CI. 11/5/12Routed additional routing slip to Huntley. 11/16/12Emailed responsive docs to requestor.</p>	1.75	0.75
12-22033	<p>Sent e-mail requesting records on 9/19/12 Records are due to me by 9/27/12 Sent initial response on 9/24/12 Sent reminder to Corina Cornwell-Larsen, David Harper, Bernie Warner, Dan Pacholke & Lyle Morse on 10/1/12 re all communications between DOC & LE. Sent Dec. 2009 reminder to CI & I.T. on 10/1/12 Sent another reminder to Lyle Morse on 10/5/12 Provided final response and responsive records (1 email from James Trogden & Powell's December 2009 calendar)</p>		
12-22034	<p>1. Request received. 09-19-12 2. Ordered field file. 09-19-12 3. Sent initial e-mail. 09-20-12 4. Received field file, copied requested document. Sent document and final letter to requestor. 09-24-12</p>		0.50
12-22035	<p>9/19/12 Emailed initial letter to requestorEmailed routing slip to pdc9/21/12Ordered Archived field file. 9/27/12Emailed 2nd routing slip to srcjc. 10/3/12Emailed and mailed final letter-No responsive docs.</p>	1.50	0.50
12-22036	<p>ordered archived CF 10/15/12 emailed 6 pages</p>		
12-22037		0.50	1.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22029	<p>You have asked for a copy the original signed grievance forms (DOC 05-165 form, for the following grievance Log ID numbers</p> <ol style="list-style-type: none"> 1017110 18. 1026383 35. 1104807 1017790 19. 1100080 36. 1105062 1018954 20. 1100912 37. 1105571 1019698 21. 1101610 38. 1105573 1019699 22. 1102581 39. 1105776 1020504 23. 1103024 40. 1106221 1021367 24. 1103274 41. 1106395 1021368 25. 1103722 42. 1108082 1021830 26. 1103724 43. 1108129 1021858 27. 1103727 44. 1108606 1022329 28. 1103728 45. 1108609 1022801 29. 1103729 46. 1109284 1022979 30. 1104031 47. 1109784 1023341 31. 1104098 48. 1109994 1023372 32. 1104191 49. 1110499 1023383 33. 1104229 50. 1112616 1024139 34. 1104299 51. 1112850 		Initial
12-22030	All police reports for Charles Adams #832061.	10/3/2012	Other
12-22031	The sentence and jail credits applied to Clark County cause 051026561.		Initial
12-22032	<ol style="list-style-type: none"> A copy of Tyler McDonald #334868 medical records. Any/all itemized billings/billing statements for Tyler McDonald #334868. 	11/13/2012	Other
12-22033			Initial
12-22034	Supervision closure or termination paperwork.		Initial
12-22035	A copy of Robert Talley #965861 MRT certificate received sometime around 2008.	10/1/2012	Initial
12-22036			Initial
12-22037			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22038	Coates	Daron	Provider	311339	9/18/2012	Skewis, Erin K. (DOC)	Nolan Benson 311339 all records available; emails, UA's, supervision		3 Closed	In Unit	1783	1783	32
12-22039	Peterson	Laura	Other Government Ag	920138	9/18/2012	DOC SRCJC PDU	Stephen Miller 920138 incarceration and supervision dates		1 Open/In-Progress	Out of Unit			
12-22040	Johnson	Scott	Offender	275308	9/18/2012	DOC WCC PDU	incarceration record and convictions		0 New	Out of Unit			
12-22041	Stiner	Michelle	Citizen	318870	9/18/2012	DOC WCCW PDU	any/all Power of Attorney records for Tommy-Joe Stiner 318870	11/9/2012	3 Closed	Out of Unit	7	7	2
12-22042	McKee	Jeffrey	Offender	882819	9/17/2012	Terrell, Paula L. (DOC)	pgs 295, 296, 315, 316 of PDU-18018 and pg 209 of PDU-5230	10/18/2012	3 Closed	In Unit	5	5	3
12-22043	Ross	Byron	Offender	872777	9/18/2012	Skewis, Erin K. (DOC)	DNR red card for fire fighting		3 Closed	In Unit			
12-22044	LaBreck	Peter	Citizen		9/18/2012	Skewis, Erin K. (DOC)	i/m #'s and physical identifiers	11/6/2012	3 Closed	In Unit	18	18	8

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22038		No		5.00			Internal Affairs Inc.		Daron Coates	RS Were Sent To HQHR (PREA RE BENSON) - No RecordsJill Murphy (CCD/CCO emails/files, etc) - Rec'd RecordsSarah Vansot (Interstate) - Rec'd RecordsSRCJC (Field File) - Rec'd RecordsKen Madison (Warrants) - Rec'd RecordsTracy Wade (Risk Manage(CIR) - Rec'd Records
12-22039		No					ID DOC		Laura Peterson	
12-22040		No							Scott Johnson	
12-22041		No		0.50					Michelle Stiner	
12-22042		No		2.00					Jeffrey McKee	No port done. File has been moved to the small filing room. AK
12-22043		No							Byron Ross	He needs it today. Amanda is going to pick up his CF now.
12-22044		No		4.00					Peter LaBreck	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22038	9/20/2012	9/25/2012		Photocopy	2012-9	2/8/2013	\$ 335.65	11/7/2012
12-22039	9/19/2012	9/25/2012			2012-9	9/25/2012		
12-22040		9/25/2012			2012-9	9/25/2012		
12-22041	9/20/2012	9/25/2012		E-Mail	2012-9	9/25/2012		
12-22042	9/25/2012	9/25/2012			2012-9	10/18/2012	\$ 1.90	
12-22043	9/18/2012	9/25/2012			2012-9	9/19/2012		
12-22044	9/18/2012	9/25/2012		E-Mail	2012-9			

PD LOG #	PD Actions	PDC Hours	PDS Hours
	<p>9/20/12 - Converted OMNI, reviewed Converted Liberty, reviewed RS to Sarah Vansot (for Interstate) RS to Ken Madison (for Warrants) Emailed letter to requester stating we have 720 pages available. 9/21/12 - Requester came to building to pick up records (pages); Rec'd payment, provided letter, denial. Next Due 11/6/12</p> <p>10/23/12 - Emailed \$ letter for 2nd install (904 pgs) 11/7/12 - Rec'd payment for 2nd install (191.65\$); Mailed records to a different address as requested. Next Due 1/17/13</p> <p>1/10/13 - Rec'd records from Tracy Wade Emailed 3rd install to requester (157 pgs); Next Due 2/8/13 I just need to check with Jill Murphy if there is or isn't a Slough File.</p> <p>1/11/13 - Rec'd confirmation from Jill - NO SLOUGH FILE 1/31/13 - Emailed requester stating NO slough file; No addtl records; Closed</p>		
12-22038	11/9/13 - Placed all emails, records, and correspondence in request folder (W /J) waiting for support staff to place on CDs (portfolios)		
12-22039	assigned to Jadean Privette		
12-22040			
12-22041		1.50	1.00
	<p>No RS needed.</p> <p>\$\$Send records on or before 10/16/12\$\$</p> <p>P sent payment already. See if refund is needed.</p> <p>10/16/12 extension letter mailed</p> <p>\$\$New due date to send records is 10/18/12\$\$</p> <p>10/18/12 mailed records according to his instructions.</p>		
12-22042	No refund needed. Payment was correct.		
	<p>Amanda requested the CF for this offender (HOT FILE) and went to records center to pick it up. I went through the file twice and located no Red Card or any DNR certification</p> <p>9/18/12 - I spoke w/ requester on the phone and let him know we dont have red card. I told him that I could gather records that show how many forestry hours were worked (OMNI reports). I contacted MCC and CI to see if they knew anything or had records. Both MCC and CI checked with multiple staff and nothing was located.</p>		
12-22043	9/19/12 - I emailed requester to confirm that we dont have any Red Card records.		
	<p>9/18/12 - Mailed int; Next Due 11/9/12 RS to P&R</p> <p>10/1/12 - Rec'd letter clarifying request female offenders to include, names, DOC#, height, weight, hair color, eye color, date of birth, release date AND length of sentence for onl white/Caucasin offenders. I sent response on 10/2/12 stating we would modify his request.</p> <p>10/15/12 - Mailed \$ letter; asked if he wants the records emailed like in his other request.</p> <p>10/26/12 - Rec'd letter from requester asking to email the records to two different email addresses. I mailed letter/response stating "The Depa tment does not p ov de mult ple cop es of espons ve eco ds to publ c eco ds requests If you need add t onal cop es of eco ds espons ve to you equest you w ll need to a ange fo copy se v ces w th an outs de vendo o pe DOC 590 500 Legal Access fo Offende s f appl cable" and asked him to let me know which email to send it to.</p> <p>11/6/12 - Rec'd letter from requester asking to email the excel list toshadz1367@gmail.com. On this date I emailed the records and sent final letter to requester.</p>		
12-22044		2.00	6.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22038	<p>You write to request all records related to Nolan Benson, DOC #311339. We will interpret this to mean the following</p> <ol style="list-style-type: none"> 1. OMNI File (electronic file) - 1st Installment 2. Liberty File - 1st Installment 3. Central File (Prison file) - 2nd Installment 4. Field File (Supervision file) - 2nd Installment 5. PREA investigations - No Records 6. Interstate records - 2nd Installment 7. Warrants Records - 2nd Installment 8. CCO Slough file (Community Corrections Officer) - No Slough File 9. All emails from staff at the field office(s) Mr. Benson was supervised at - 2nd Isntallment <p>If our interpretation is incorrect please let me know as soon as possib</p>		Initial
12-22039			Initial
12-22040			Initial
12-22041			Initial
12-22042	<ol style="list-style-type: none"> 1. Pages 295, 296, 315, and 316 of PDU-18018, installment #2; 2. Page 209 of PDU-5230, installment #4 		Initial
12-22043			Initial
12-22044			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22045	McKee	Jeffrey	Offender	882819	9/18/2012	Terrell, Paula L. (DOC)	all records showing the names and badge #'s of DOC staff who worked in AHCC mailroom between 7/2009-11/2009 and DOC policy 450.100	12/19/2012	3 Closed	In Unit	11	29	3.5
12-22046	Cook	Ann	Attorney	719376	9/18/2012		Michael Kurtz 719376 UA's	11/13/2012	3 Closed	In Unit	24	24	4
12-22047	Brown	Darryl	DOC Staff		9/18/2012	Terrell, Paula L. (DOC)	any/all leave taken from 11/17/10-8/31/12		3 Closed	In Unit			
12-22048	Hinton	Angela	DOC Staff		9/18/2012	Skewis, Erin K. (DOC)	training records for C/O Roberts and Long in conducting UA's and how many times they've used current method and statistics of results	9/21/2013	3 Closed	In Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22045		No		2.00					Jeffrey McKee	
12-22046		Yes					Law Office of Ann W. Cook		Ann Cook	OHR-16371, CD-3024
12-22047		No		2.00					Darryl Brown	10/4/12 placed PD file in bin to be filed in PD file room.
12-22048		No							Angela Hinton	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22045	9/25/2012	9/25/2012			2012-9	12/19/2012	\$ 3.30	2/8/2013
12-22046	9/25/2012	9/25/2012		Photocopy	2012-9		\$ 6.92	11/7/2012
12-22047	9/25/2012	9/25/2012			2012-9	11/6/2012		
12-22048	9/21/2012	9/25/2012			2012-9			

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22045	<p>This request was discovered on 9/18/12 to be within the folder of PDU-20250 and attached to the request of PDU-20250.</p> <p>RS to AHCC (w/a due date of 9/20/12)</p> <p>9/19/12 left voice mail message for Anne Guzman. 9/19/12 sent ini&\$for inst#1 which is the policy.</p> <p>Number of Pages 18 x .20 \$3.60 Postage + \$1.30 Total Cost \$4.90</p> <p>records for installment #1 have been reviewed and batestamped. Ready to be mailed. 12/5/12 Ejoinment mailed for installment #2. Ejoinment expires on 12/18/12.</p> <p>12/5/12 mailed installment #1 records</p> <p>\$\$Cost letter due 12/19/12\$\$</p> <p>12/19/12 cost letter for installment #2 mailed</p>		
	<p>Number of Pages 11 x .20 \$2.20 Postage + \$1.10 Total Cost \$3.30</p> <p>Records have been reviewed and batestamped. There are no redactions.</p> <p>3.11.13 final letter. JG reviewed and approved letter and ensured the correct records were included in envelope.</p>		
12-22046	<p>initial sent 9/25/12 cst sent 11/5/12 fml sent 11/13/12</p>		4.00
12-22047	<p>RS to WCC</p> <p>\$\$Cost letter due 11/6/12\$\$</p> <p>10/4/12 sent "confirmation" email to requestor that he cancelled this request on 9/30/12.</p>		
12-22048	<p>9/21/12 - Emailed letter asking for clarification</p>		

PD LOG #	Requested Items	To Do Date	To Do Status
12-22045	<p>1. All records showing the names and badge numbers of Department of Corrections Staff who worked in the Airway Heights Corrections Center (AHCC) mailroom between July 2009 and November 2009;</p> <p>2. DOC Policy 450.100 that was in effect July 2009.</p>		Initial
12-22046			Initial
12-22047	<p>1. Copies of your leave slips for the time frame of November 17, 2010 through August 31, 2012.</p>		Initial
12-22048	<p>1. Training records for CO Roberts and CO Long</p> <p>a. DOC has multiple officers with the last name of Roberts and Long. Please provide a first name for both officers. We will not gather records for this item until we receive more information from you.</p> <p>2. How many times has CO Roberts performed UA's using the correct method? What are the numbers of positive/negative/diluted results for those UA's?</p> <p>How many tests conducted by CO Roberts have had to be retested and/or sent to the lab for further results</p> <p>a. This is not a request for identifiable records. There is no way for us to know how many UA's a specific officer has conducted during their career.</p> <p>To find out this information staff would have to search every offender's file which is not a reasonable/identifiable request. Please restate your request or provide further clarification. We will not gather records for this item until we receive more information from you.</p> <p>3. How many times has CO Long performed UA's using the correct method? What are the numbers of positive/negative/diluted results for those UA's?</p> <p>How many tests conducted by CO Long have had to be retested and/or sent to the lab for further results</p> <p>4. This is not a request for identifiable records. There is no way for us to know how many UA's a specific officer has conducted during their career.</p> <p>To find out this information staff would have to search every offender's file which is not a reasonable/identifiable request. Please restate your request or provide further clarification. We will not gather records for this item until we receive more information from you.</p>		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22049	McDonald	David	Provider	754842	9/18/2012	Garland, Kari A. (DOC)	Lisa Cournoyer 754842 CF, FF, communication w/ other states, and info on warrants	12/21/2012	3 Closed	In Unit	201		3.5
12-22050	Wells	Rayne	Offender	819131	9/19/2012	Peterson, Terrina D. (DOC)	any/all transfer records from AHCC about him, loss of property on 4/18/12, him goin to ad-seg, and any investigations while @ AHCC	2/21/2013	3 Closed	In Unit	152		
12-22051	Bryson	Randy	Offender	292492	9/19/2012	DOC MCC PDU	CF and J&S		0 New	Out of Unit			
12-22052	McKee	Jeffrey	Offender	882819	9/19/2012	Terrell, Paula L. (DOC)	any/all docs regarding WAC 709 and 600 between 8/10/12-9/17/12	4/23/2013	3 Closed	In Unit	58	58	7.5

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22049		Yes		1.00					David McDonald	CD-3025 Printed all of Liberty INSTALLMENT #1 part 1 of 2 of the FF
12-22050		No							Rayne Wells	
12-22051		No							Randy Bryson	
12-22052		No		2.00					Jeffrey McKee	6/28/13 File placed in bin to be filed in PD file room. Port done and CD placed in black box.

FD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22049	9/25/2012	9/25/2012			2012-9			
12-22050	9/20/2012	9/26/2012		Compact Disk	2012-9	4/7/2013	\$ 1.71	
12-22051		9/26/2012			2012-9	9/26/2012		
12-22052	9/26/2012	9/26/2012		Compact Disk	2012-9	4/23/2013	\$ 1.71	6/19/2013

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22049	<p>09/25/12 Ordered archived FF</p> <p>09/25/12 Mailed int 5-day response letter (60/122112)</p> <p>10/10/12 Per Amanda- FF not archived</p> <p>10/11/12 Sent RS to SRCJC for FF copy</p> <p>10/24/12 Recd FF copy (.75 time rept)</p> <p>10/24/12 Added to task-Q to scan FF</p> <p>12/21/12 Mailed \$ cost letter for inst 1 (201 pgs/\$45.50)</p> <p>REQUEST CLOSED DUE TO NON-PAYMENT</p>	0.75	2.75
12-22050	<p>09/20/12 Initial response; routing slips</p> <p>10/10/12</p> <p>rec'd documents from OCC11/5/12on D/I task Q</p> <p>11/6/12Ext letter</p> <p>12/18/12Ext Letter</p> <p>1/24/13Ext Letter</p> <p>2/14/13Enjoinment to D, Felton sent</p> <p>2/21/13ext for staff notification</p> <p>3/7/13DenialCost letter sent (152 pgs)</p> <p>6/7/13</p> <p>NO Payment rec'd, file closed</p>		
12-22051			
12-22052	<p>RS to</p> <p>CRCC hearing tape being mailed to me. Received multiple e-mails contained records that are saved in Outlook.</p> <p>\$\$Cost letter due 12/5/12\$\$</p> <p>12/5/12 mailed extension letter</p> <p>\$\$New due date for cost letter is 1/31/13\$\$</p> <p>1/31/13 extension mailed</p> <p>\$\$New due date for cost letter is 2/7/13\$\$</p> <p>2/7/13 Extension mailed</p> <p>\$\$New due date for cost letter is 3/12/13\$\$</p> <p>3/12/13 Extension letter mailed</p> <p>\$\$New due date for cost letter is 4/23/13\$\$</p> <p>4/23/13 JG approved cost letter which was mailed this date</p> <p>CD, actual cost</p> <p>\$0.79 x 1</p> <p>\$0.79</p> <p>Postage</p> <p>+</p> <p>\$0.92</p> <p>Total Cost</p> <p>\$1.71</p> <p>Records have been reviewed. There are no redactions. THE CD OF THE HEARING IS IN THE LEFT JACKET OF THE FILE. WHEN PAYMENT IS RECEIVED BURN A COPY FOR P.</p> <p>6/27/13 JG approved final letter which was mailed to requestor. The CD was mailed to third party CJ this date.</p>	2.50	3.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22049			Waiting-Someone else
12-22050	1. Any and all records that show why Rayne Wells was transferred from Airway Heights in August 2012 2. Any and all records that show the basis for confiscation of Rayne Wells' property on or around April 18, 2012 3. Any and all records related to Rayne Wells going to segregation while at Airway Heights in 2010 and again in 2012 4. Any and all records related to all investigations involving Rayne Wells while at Airway Heights in 2012	2/28/2013	Waiting-Enjoinment
12-22051			Initial
12-22052	1. All records, e-mails, witness statements, continuances, hearing memorandums, findings, investigations, reports and any other records related to major infraction 709 and 600 of Jeffrey R. McKee, DOC#882819 at the Coyote Ridge Corrections Center between 8/10/12 and 9/17/12.		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22053	McKee	Jeffrey	Offender	882819	9/19/2012	Terrell, Paula L. (DOC)	any/all records related to his 8/22/12-9/13/12 segregation	5/6/2013	3 Closed	In Unit			8
12-22054	Rivera	Rafael	Offender	893330	9/19/2012	Schave, Gaylene R. (DOC)	email dated 3/5/10 sent to Superintendent of WCC, Doug Waddington and the response on 3/10/10		3 Closed	In Unit	2		1.5
12-22055	Richards	Geana	Citizen		9/19/2012	Shamberg, Virginia B. (DOC)	emails sent by Todd Fredrickson on 6/14, 7/12, and 8/9/2011 to state officers involving soliciting of endorsements for his candidacy	10/31/2012	3 Closed	In Unit			
12-22056	Aynsley	Scott	Offender	910138	9/19/2012	DOC AHCC PDU	form "electronic device inspection" of his radio from 7/2012		2 Waiting	Out of Unit	1		1
12-22057	Nygren	Eric	Other Government Agency		9/19/2012	Peterson, Terrina D. (DOC)	list of attorneys and law firms contracted by DOC as legal providers for i/m's		3 Closed	In Unit	2	2	2
12-22058	Bienville	Austa	Offender	348875	9/19/2012	DOC WCCW PDU	discovery and court transcripts for no. 10-1-08843-5	10/16/2012	3 Closed	Out of Unit	0	0	1.3
12-22059	McKenzie	Laurie	Citizen	858347	9/19/2012	Siverts, Jacqueline L. (DOC)	any/all records regarding David McKenzie 858347		3 Closed	In Unit	199		
12-22060	Shehame	Charles	Offender	978688	9/19/2012	DOC CBCC PDU	any/all docs and emails from CBCC regarding the shelving that hangs from under the upper bunk from 1990 to 2012		3 Closed	Out of Unit	38		
12-22061	Lobner	Phillip	DOC Staff		9/19/2012	Schave, Gaylene R. (DOC)	any video documents of himself archived by DOC		3 Closed	In Unit	1		6
12-22062	Matney	Brian	DOC Staff		9/19/2012		all docs with his name in them; incident, accident, injury reports, use of force from 1/17/07-9/19/12	11/26/2012	3 Closed	In Unit	203	203	36.75

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22053		No		2.00					Jeffrey McKee	6/13/13 Request is closed. 10/28/13 PD file placed in bin to be filed in PD file room. Port was done and one CD is in the file and the other placed in the black storage box.
12-22054		No		1.00					Rafael Rivera	
12-22055		No							Geana Richards	
12-22056		No		2.00					Scott Aynsley	
12-22057		No					American Civil Liberties Union		Eric Nygren	
12-22058		No		1.30					Austa Bienville	final letter sent, no responsive documents. advised her to seek the courts for her transcripts.
12-22059		No		3.00					Laurie McKenzie	
12-22060		No							Charles Shehame	2/6/14 file closed, never received funds.
12-22061		No							Phillip Lobner	
12-22062		No		37.00					Brian Matney	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22053	9/26/2012	9/26/2012			2012-9	6/26/2013		
12-22054	9/24/2012	9/26/2012			2012-9			
12-22055	9/26/2012	9/26/2012			2012-9	9/26/2012		
12-22056	9/26/2012	9/26/2012			2012-9	9/26/2012	\$ 0.64	
12-22057	9/20/2012	9/26/2012			2012-9	11/1/2012	\$ 0.85	10/8/2012
12-22058	9/25/2012	9/26/2012			2012-9	9/26/2012		
12-22059	9/20/2012	9/26/2012		Photocopy	2012-9	12/17/2012		
12-22060	9/19/2012	9/26/2012			2012-9	9/26/2012		
12-22061	9/24/2012	9/26/2012			2012-9			
12-22062	9/20/2012	9/26/2012		Compact Disk	2012-9	11/21/2012	\$ -	11/30/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22053	<p>RS to CRCC Records received and saved in Outlook.</p> <p>Cost letter due 12/5/12</p> <p>12/5/12 Extension letter mailed</p> <p>New due date for cost letter is 1/31/13</p> <p>1/31/13 Wanted to discuss this case with AG and DV; therefore, sent extension for an additional seven days.</p> <p>New due date for cost letter is 2/7/13</p> <p>2/7/13 Extension mailed</p> <p>New due date for cost letter is 3/5/13</p> <p>3/5/13 Extension letter mailed with the approval of JG. No time in DV, JG schedule to review responsive records, therefore, extension letter mailed.</p> <p>JG told me to review the records and place on task que for their review.</p> <p>4/2/13 extension letter approved and mailed this date.</p> <p>New cost letter due date is 5/6/13</p> <p>JG approved extension letter. We discussed cases regarding the 8/22/13 segregation. I will review all the records I have been given for this request and P's other 8/22 seg requests and place on the task que for DV's review. Extension letter mailed on 5/6/13. My due date to P is 6/26/13; however, I have placed a due date in SharePoint and on the file of 5/13/13.</p> <p>New due date for cost letter is 6/26/13</p>	3.00	3.00
12-22054	<p>11/20/12 \$ letter</p> <p>Administratively closed</p>	0.50	
12-22055	<p>This request is the same as PDU-21796.</p> <p>10/31/2012 After reviewing your request it seems we do not have responsive records for the dates you have requested. However we do have records for those dates who recipients were not state employees, if those are the records you are referring to please let me know.</p>		1.25
12-22056	9-26-12 AHCC PDU Initial/Cost ltr sent this date.	1.00	
12-22057	<p>9/20/12 Initial Response; routing slip</p> <p>10/8/12 Final letter/documents sent</p>	0.75	1.25
12-22058		1.00	0.30
12-22059	<p>1. Received request. 09-19-12</p> <p>2. Routed request to SCCC PDU for central file. 09-20-12</p> <p>3. Sent initial letter. 09-20-12</p> <p>4. Cost letter for first installment sent. 11-15-12</p>		3.00
12-22060	10/9/12 cost letter mailed		
12-22061	<p>9/24/12 clarification sent as the DOC does not simply archive videos; they are kept as to specific incidents. I needed further clarification if he is an offender, need DOC# or staff; and what date, time, location of a video</p> <p>11/8/12 sent \$ letter for 1 page; will need to deny 16 surveillance tapes that include him.</p> <p>I have one use of force where this requester is hold the legs of offender. the offender has cut himself and shows the cuts, also could be considered mental health. I will send to Denise to look at.</p> <p>12/11/12 complete searching for his photos/videos</p> <p>3/11/13 ext needed. Redact the handheld video of Lobner holding legs of an offender.</p> <p>4/22/13 offered CD</p> <p>7/25/13 administratively closed.</p>	3.00	3.00
12-22062	<p>9/20/12 Mailed initial/clarification letter Sent routing slip to pdc</p> <p>10/9/12 Received call from requestor notifying me to locate a incidents, accidents, injury and use of force reports that contained his name between specified dates. He stated he will input another request after he receives this information.</p> <p>11/13/12 Routed 2nd routing slip to risk mgmt.</p> <p>11/15/12 Received and reviewed responsive docs. Posted for 2nd eyes.</p> <p>11/26/12 Emailed responsive documents. Request closed. Requestor phoned stating that he wanted responsive docs placed on a cd. Emailed cost letter.</p> <p>12/6/12 Placed responsive docs on a cd and forwarded to requestor.-Request closed.</p>	31.00	6.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22053	1. All records related to the 8/22/12 through 9/13/12 segregation of Jeffrey R. McKee, DOC#882819. This includes all e-mails, meta data, AD/Seg hearings, reviews, appeals, memorandums, chrono entries, disciplinary confinement records, reports and hearings.		Initial
12-22054	You have asked for a copy of an email dated March 5, 2010 sent by Rafael Rivera to the Superintendent of Washington Corrections Center, Doug Waddington, Rivera asking him "to stop the retaliation" and for a copy of the response email sent by Doug Waddington to Rivera on March 10, 2010, stating "the department decides where I'm going or being sent". I am interpreting this to be for the kiosk email messaging that are in the units for offenders to send messages to staff.		Initial
12-22055	Provide Emails messages sent by Todd R. Fredrickson Mailroom Sergeant at the MCC dates to include June 14, 2011/ July 12 , 2011and August 9, 2011, sent to state officers involving the soliciting of endorsements for his candidacy to Monroe City Council Position #5.		Initial
12-22056			Other
12-22057	1. A list of attorneys and law firms contracted by Department of Corrections as legal providers for inmates at Department of Corrections facilities in Washington	10/22/2012	Waiting-Someone else
12-22058			Initial
12-22059	1. Any and all records for David Wyatt McKenzie #858347.	10/18/2012	Route
12-22060			Review
12-22061	All photos and videos of him to include archived.		Initial
12-22062	All incident reports, accident reports, injury reports and use of force reports that contain the name Brian Matney from January 17, 2007 through September 19, 2012.	11/21/2012	Other

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22063	Bachmann	Laura	DOC Staff		9/19/2012	Peterson, Terrina D. (DOC)	all docs related to 2011 interview w/ Barb Curtis regarding temp AA4 position	11/28/2012	3 Closed	In Unit			
12-22064	Kelly	Maureen	Other Government Ag	126200	9/19/2012	Siverts, Jacqueline L. (DOC)	any records for Anthony Dearing 126200 DV certificate	10/30/2012	3 Closed	In Unit	183	183	5
12-22065	Pedersen	Kirk	DOC Staff		9/19/2012	Peterson, Terrina D. (DOC)	all info, correspondence, or tapes w/ a list of names pertaining to the hiring of positions for maintenance mechanic 4 and any applications, qualifications of applicants, and all score sheets for interviews	2/4/2013	3 Closed	In Unit	169	321	
12-22066	De Young	Brent	Attorney	910269	9/20/2012	Siverts, Jacqueline L. (DOC)	Carols Lopez Herrera 910269 proof of termination of supervision		3 Closed	In Unit			
12-22067	Denny	Arne	Attorney	316927	9/19/2012	Pernula, Theresa L. 'Terry' (DOC)	Bryce Spangler 316927 claim for damages, investigation reports related to claim, determination, and disciplinary action taken.	10/17/2012	3 Closed	In Unit		15	1
12-22068	Beaver	Shadeed	Offender	357322	9/20/2012	Skewis, Erin K. (DOC)	J&S, discovery items, co-defendants statements, plea agreements, time received, phone records and #'s, Diana Overy statement, photos, and police reports		3 Closed	In Unit	57		

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22063		No							Laura Bachmann	
12-22064		No		5.00			DSHS		Maureen Kelly	I will request that the ISRB file be ordered from the State Records Center 9-20-12/Robin Riley Sent copy of ISRB file on CD to PDU on 10-10-12
12-22065		No							Kirk Pedersen	P. Gaumont J. White (Schwenker) L. Paul, R. Bennett J. Brandt K. Hoshier-Rec'd Je. Olbers M. Boenland E. Reetz S. Diimmel
12-22066		Yes		0.50					Brent De Young	
12-22067		No					Skagit Co. Prosecuting Attorney's Office		Arne Denny	Per Courtney - Debbie Dobson @ WCC completed the first request PDU-21829. She said that Greg Pressel of DES has the complete copy of the claim 9-24-12 e-mail to T. Wade
12-22068		No							Shadeed Beaver	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22063	9/20/2012	9/26/2012			2012-9	11/26/2012		
12-22064	9/20/2012	9/26/2012			2012-9	11/1/2012		
12-22065	9/24/2012	9/26/2012		Compact Disk	2012-9	4/21/2013	\$ 1.71	
12-22066	9/20/2012	9/26/2012			2012-9	9/26/2012		
12-22067	9/25/2012	9/26/2012			2012-9	10/31/2012		
12-22068	9/21/2012	9/27/2012			2012-9			

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22063	<p>9/20/12 Initial Response; routing slip</p> <p>10/18/2012 NO responsive documents10/24/2012requested clarification from requestor 11/28/2012no clarification rec'drequest closed</p>		
12-22064	<p>1. Received request. 09-20-12 2. Routed request to Robin Riley in ISRB. 09-20-12 3. Sent initial e-mail. 09-20-12 4. Call from requestor to clarify that she would like any records for Anthony Dearing #126200. 09-20-12 5. 183 pages responsive, exception log, and final letter sent via e-mail. 10-30-12</p>	2.00	3.00
12-22065	<p>10/10/12 Routing SlipRec'd emails from K. Hoshier10/15/20121st Installment cost letter sent. 10/23/20121st Installment sent 12/17/2012On D/I task QExtension letter (1/24/13) 1/23/13 - 1.5Cost Letter 2/4/13 - 1.5Payment Rec'dDenial form - records sent (184/CD) 3/13/13 - 1Review 3rd install 3/14/13 - 2Review 3rd 3/19/13 - 2Finished reviewing 3rd/complete denial 3/20/13 - .50Cost Letter Mailed (169pgs) 8/15/13 -NO payment rec'd, file closed</p>		
12-22066	<p>1. Received initial request. 09-20-12 2. Requested archived central file. 09-20-12 3. Sent initial e-mail to Requestor. 09-20-12 4. Final e-mail and responsive document sent 10-04-12</p>		0.50
12-22067	<p>2012 9-25 e-mailed initial response 10-17 e-mailed final letter & 15 pages</p> <p>wants records by 10-19 ACTUAL DUE DATE 11-2</p> <p>HOURS: 1.0 CLOSED</p> <p>2012 Sept. - 0.5 Oct. - 0.5</p>		1.00
12-22068	<p>/9/21/12 - Mailed int; Next Due 11/26/12</p> <p>10/3/12 - WSP No records; I confirmed that there were no police reports</p> <p>10/9/12 - Rec'd letter from requester 10/10/12 - Mailed response to letter; he asked about status. I stated that we continue to work on his request and also asked for clarification on the same two items</p> <p>11/9/12 - Mailed \$ letter (57 pgs)</p>		

PD LOG #	Requested Items	To Do Date	To Do Status
12-22063	1. All documents related to the 2011 interview with Barb Curtis pertaining to a temporary AA4 position you applied for. Specifically all reference notes.	11/24/2012	Other
12-22064	Any records indicating participation and/or completion of domestic violence treatment for Anthony Dearing #126200	10/11/2012	Route
12-22065	1. All information or correspondence, written, email, audio tape, recorded video tape or DVD with the names P. Gaumont, J. White (Schwenker), L. Paul, R. Bennett, J. Brandt, K. Hoshier, Je. Olbers, M. Boenland, E. Reetz, S. Diimmel and any others involved pertaining to the hiring og positions for Maintenance Mechanic 4; position # 1371, 1372 and 2548 2. Include all applications and qualifications of applicants 3. All score sheets for the oral interviews and the DOC staff names on the interview panels.	11/29/2012	Prep Records
12-22066	A record that indicates closure/termination of supervision for Spokane County cause 851003528.		Initial
12-22067	Copies of records related to a tort claim filed by Bryce Spangler, DOC # 316927, which appears to have been filed in July of 2012. Specifically, the following 1. Spangler's claim for damages 2. Investigative reports related to the claim 3. Any determination made on the claim 4. Any records of a disciplinary action taken with regard to this matter		Initial
12-22068	NOTE Co-Defendants are 1. Dominique Jamaal Stewart, DOC #354482 2. Needra Klerin Paige Herres aka Hall, DOC #357707 1. Judgment and Sentence - Records 2. Statements of your co-defendants - No Records 3. Plea Agreements of your co-defendants - No Records 4. Records showing how much time your co-defendants received - Records a. We will gather their Judgment and Sentence documents 5. A copy of all the phone records and phone numbers "they" looked at a. We don't know who "they" is. Are you looking for a list of phone calls that you've made while incarcerated with DOC? We will not gather records for this item until we receive more information from you. 6. Witness statements that Diana Ovey made - No Records 7. All pictures from your discovery a. We don't know what was or wasn't in your discovery packet. Therefore, we don't know what pictures you are looking for. Please provide more information for this item. We will not gather records for this item until we receive more information from you. 8. Police reports - No Records		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22069	LaValle	Michael	Offender	359578	9/20/2012	Pernula, Theresa L. 'Terry' (DOC)	blank and blank	9/26/2012	3 Closed	In Unit			0.25
12-22070	Hegge	Alvin	Offender	952368	9/20/2012	Garland, Kari A. (DOC)	Any/all writings regarding seizure/rejection of incoming money @SCCC for i/m's between 7/7/07-9/13/12	11/6/2013	3 Closed	In Unit	1613	1613	20.25
12-22071	Hegge	Alvin	Offender	952368	9/20/2012	Garland, Kari A. (DOC)	any/all writings regarding claims of typewriters being damaged from shipping or rejected for failure to pay between 7/7/07-9/13/12	4/25/2014	3 Closed	In Unit	1330	613	35.75
12-22072	Hegge	Alvin	Offender	952368	9/20/2012	Garland, Kari A. (DOC)	any/all writings regarding tort claim 10070090, 31077069, and 07570015	1/10/2013	3 Closed	In Unit	0	0	3
12-22073	Hegge	Alvin	Offender	952368	9/20/2012	Garland, Kari A. (DOC)	any/all writings about tort claims 31075524, 31076943, and 31076942	1/10/2013	3 Closed	In Unit	0	0	3

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22069		No							Michael LaVallie	10-26-12 close if no response rcv'd
12-22070		No		1.00					Alvin Hegge	Installment #1 Item 3 (429 pgs) Installment #2 Items 1 & 2 (570 pgs) Installment #3 Items 1 & 2 (614 pgs) (final inst)
12-22071		No		4.00					Alvin Hegge	
12-22072		No		0.50					Alvin Hegge	
12-22073		No		0.50					Alvin Hegge	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22069	9/26/2012	9/27/2012			2012-9	9/30/2012		
12-22070	9/27/2012	9/27/2012		Compact Disk	2012-9		\$ 5.11	6/3/2013
12-22071	9/27/2012	9/27/2012		Compact Disk	2012-9		\$ 5.11	1/30/2014
12-22072	9/27/2012	9/27/2012			2012-9		\$ -	
12-22073	9/27/2012	9/27/2012			2012-9		\$ -	

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22069	<p>2012 9-26 mailed initial response/clarification</p> <p>HOURS: 0.25 CLOSED</p> <p>2012 Sept. - 0.25</p>		0.25
12-22070	<p>09/27/12 Mailed int 5-day response letter (65/010313) 09/27/12 Sent RS to SCCC (due 10/25/12) 09/27/12 Sent RS to Policy (due 10/25/12) 09/28/12 Recd docs from Policy (.25 time rept) 10/16/12 Recd docs from SCCC (4 hrs time rept) 01/03/13 Mailed \$ cost letter for inst 1 (429 pgs/\$93.90) 01/09/13 Recd letter from requestor- wants docs on CD 01/15/13 Mailed \$ cost letter for inst 1 on CD (429 pages/\$1.69) 02/01/13 Recd \$ for inst 1 02/15/13 Mailed docs for inst 1 (inst 2 \$ cost letter due 43/041813) 04/17/13 Mailed \$ cost letter for inst 2 on CD (570 pages/\$1.71) 06/03/13 Recd \$ for inst 2 08/16/13 Mailed docs on CD for inst 2 (inst 3 due 44/101813) 10/17/13 Mailed \$ cost letter for inst 3 on CD (614 pages/\$1.71) (final installment) 11/01/13 Recd \$ for inst 3 11/06/13 Mailed docs for inst 3</p> <p>REQUEST CLOSED- PD Portfolio done & PDU folder to file room bin</p>	4.25	16.00
12-22071	<p>09/27/12 Mailed int 5-day response letter (68/010813) 09/27/12 Sent RS to SCCC (due 10/18/12) 09/27/12 Sent RS to Policy (due 10/18/12) 09/28/12 Recd docs from Policy (.25 time rept) 10/23/12 Recd docs from SCCC (18 hrs time rept) 01/08/13 Mailed \$ cost letter for inst 1 (180 pgs/\$41.30) (item 3) 01/15/13 Recd letter from Hegge requesting inst 1 on CD 01/24/13 Mailed \$ cost letter for inst 1 (180 pgs/CD \$1.69) 02/12/13 Recd \$ 03/06/13 Mailed docs for inst 1 on CD (inst 2- 50/051513) 05/15/13 Mailed \$ cost letter for inst 2 (185 pgs/CD \$1.71) 06/14/13 Recd \$ for inst 2 08/19/13 Mailed docs for inst 2 (53/110113) 11/01/13 Mailed ext (48/011514) 01/14/14 Mailed \$ cost letter for inst 3 (248 pgs/CD \$1.71) 01/30/14 Recd \$ for inst 3 02/06/14 Mailed docs for inst 3 (55/042514) 04/25/14 Mailed \$ cost letter for inst 4 (718 pgs/CD \$1.77) 04/25/14 Added to DV/JG Task-Q for 2nd eyes (atty/client info)</p> <p>Closed due to non-payment</p>	21.25	14.50
12-22072	<p>09/27/12 Mailed int 5-day response letter (70/011013) 09/27/12 Sent RS to Risk Management (due 10/11/12) 10/08/12 Per Risk Management - no docs (1 hr) 01/10/13 Mailed final letter - no docs (referred Hegge to OFM, Risk Management Division at PO Box 41027, Olympia, WA 98504-1027.</p> <p>REQUEST CLOSED - PDU Folder to file room bin</p>	1.00	2.00
12-22073	<p>09/27/12 Mailed int 5-day response letter (70/011013) 09/27/12 Sent RS to Risk Management (due 10/11/12) 10/08/12 Per Risk Management - no docs (1 hr time rept) 01/10/13 Mailed final letter - no docs (referred Hegge to OFM, Risk Management Division at PO Box 41027, Olympia, WA 98504-1027.</p> <p>REQUEST CLOSED - PDU Folder to file room bin</p>	1.00	2.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22069			Initial
12-22070	<p>Copies of any and all writings, email or other electronic communications concerning in any way the seizure and/or rejection of incoming money for inmates at SCCC from 7/7/07 to 9/13/12. This request includes all inter institutional and/or inter-governmental agency communication and/or policy changes concerning money sent to any SCCC inmate from a source outside of the institution.</p> <p>INTERPRETATION</p> <ol style="list-style-type: none"> 1. Copies of any/all writings, email or other electronic communications concerning in any way the seizure and/or rejection of incoming money for any inmates that were at SCCC, for the time period of 7/7/07 to 9/13/12. 2. Copies of any inter institutional and/or inter agency communication from 7/7/07 to 9/13/12 concerning money sent to any SCCC inmate from a source outside of the institution. 3. Copies of any policies that were in effect from 7/7/07 to 9/13/12 concerning money sent to any SCCC inmate from a source outside of the institution. 		Other
12-22071	<p>Copies of any and all writings, email or other electronic communications, concerning in any way claims of typewriters being damaged during shipping and/or rejected for failure to pay for the typewriter out of inmate account, from 7/7/07 to 9/13/12. To include all inter institutional and/or inter-governmental agency communications and/or policy changes concerning shipping claims for damaged typewriters and payment for typewriters from outside of prison sources.</p> <p>INTERPRETATION</p> <ol style="list-style-type: none"> 1. copies of any/all writings, email or other electronic communications concerning in any way claims of typewriters being damaged during shipping and/or rejected for failure to pay for the typewriter out of an inmate's account for the time period of 7/7/07 to 9/13/12 at SCCC. 2. Copies of any inter institutional and/or inter agency communication at SCCC from 7/7/07 to 9/13/12 concerning shipping claims for damaged typewriters and payments for typewriters from outside of prison sources. 3. Copies of any policies that were in effect from 7/7/07 to 9/13/12 concerning shipping claims for damaged typewriters and payments for typewriters from outside of prison sources. 		Other
12-22072	<p>Copies of any and all writings, email or other electronic communications, from or to, any public and/or governmental department of the State of Washington and/or the United States, including but not limited to, all investigation reports and data, and identification of statutes, Administrative Code, policies or procedures relevant to the investigation and/or resolution of WA Tort Claims #10070090, #31077069 and #07570015, filed in the Office of Risk Management, 1500 Jefferson Street, PO Box 41466, Olympia, WA 98504-1466.</p>		Other
12-22073	<p>Copies of any and all writings, email or other electronic communications, from or to, any public and/or governmental department of the State of Washington and/or the United States, including but not limited to, all investigation reports and data, and identification of statutes, Administrative Code, policies or procedures relevant to the investigation and/or resolution of WA Tort Claims #31075524, #31076943 and #31076942, filed in the Office of Risk Management, 1500 Jefferson Street, PO Box 41466, Olympia, WA 98504-1466.</p>		Other

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22074	Kahrs	Michael	Attorney		9/20/2012	Garland, Kari A. (DOC)	how many people with convictions in other states are being housed in WA DOC	10/11/2012	3 Closed	In Unit	0	0	2.25
12-22075	Wilson	Laura	DOC Staff		9/20/2012	DOC LCC PDU	docs regarding CUS position @LCC opening 7/23/12- closing 8/3/12; everyone that applied, their qualifications, education, and how many women applied, names/positions of outside people involved in hiring, the panel and any docs completed by the panel	11/19/2012	3 Closed	Out of Unit	268	108	
12-22076	Roe	Franklin	Offender	247515	9/20/2012	Shamberg, Virginia B. (DOC)	official DOC release from TRU	10/8/2012	3 Closed	In Unit	2	2	
12-22077	M	Michelle	Other Government Ag	349796	9/20/2012	DOC SRCJC PDU	Noah Townsend 349796 supervision records for 2/2005-present	10/1/2012	3 Closed	Out of Unit	179	179	
12-22078	Williams	Jennifer	Other Government Ag	355843	9/20/2012		Tyler McEachern 355843 phone calls to and from during incarceration @ MCC		3 Closed	In Unit			
12-22079	Gillespie	Sean	Attorney	792429	9/20/2012	Peterson, Terrina D. (DOC)	Mason Matamua 792429 ESR file and any records related to infraction allegations, education programming, employment, SO TX, and risk assessment	12/21/2012	3 Closed	In Unit	225	583	9
12-22080	Casey	Terry	Offender	307370	9/20/2012	Siverts, Jacqueline L. (DOC)	docs that provide release date of 7/23/06 from CA DOC	10/17/2012	3 Closed	In Unit	2	3	
12-22081	Albouras	Christina	Attorney		9/20/2012		denied transfer request from NJ to WA for Adam Benkel	10/16/2012	3 Closed	In Unit	55	55	7
12-22082	Whitney	Kyle	Offender	350266	9/20/2012	DOC SRCJC PDU	letter of closure		1 Open/In-Progress	Out of Unit			
12-22083	Taylor	Phillip	Offender	232242	9/21/2012		certificate of discharge and receipt of victim witness compensation fund for cause no. 83-1-01296-3	11/27/2012	3 Closed	In Unit	1	1	3

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22074		No		0.50			Kahrs Law Firm		Michael Kahrs	Requesting responsive doc(s) be sent electronically
12-22075		No							Laura Wilson	
12-22076		No							Franklin Roe	
12-22077		Yes					SSA		Michelle M	OHR-16440
12-22078		No					DSHS		Jennifer Williams	
12-22079		Yes							Sean Gillespie	
12-22080		No		2.00					Terry Casey	
12-22081		No					Law Office of David B. Zuckerman		Christina Albouras	
12-22082		No							Kyle Whitney	
12-22083		No							Phillip Taylor	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22074	9/27/2012	9/27/2012			2012-9		\$ -	
12-22075	9/24/2012	9/27/2012		Compact Disk	2012-9	11/5/2012	\$ 1.69	11/19/2012
12-22076	9/27/2012	9/27/2012			2012-9	11/2/2012	\$ 0.85	10/5/2012
12-22077	9/21/2012	9/27/2012			2012-9	9/27/2012	\$ 48.56	
12-22078	9/27/2012	9/27/2012			2012-9	11/8/2012		
12-22079	9/24/2012	9/27/2012		Compact Disk	2012-9	1/18/2013	\$ 1.69	12/21/2012
12-22080	9/24/2012	9/27/2012			2012-9	11/5/2012		
12-22081	9/27/2012	9/27/2012		E-Mail	2012-9	11/9/2012	\$ 1.85	10/15/2012
12-22082	9/21/2012	9/27/2012			2012-9	9/27/2012		
12-22083	9/28/2012	9/28/2012		Photocopy	2012-9		\$ 0.65	11/19/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22074	09/26/12 Sent RS to T Greaves (Planning/Research) & T Snell (OOS) (due10/10/12) 09/27/12 Sent int 5-day response via email (33/111412) 09/28/12 Recd response from OOS - no doc, just info 10/10/12 Recd response from Planning/Research- no doc, just info 10/11/12 Sent email to Kahrs with the info he requested (71 offenders) REQUEST CLOSED	0.50	1.75
12-22075	Sent routing slip for responsive documents, due back 9/28/12. Sent initial response out on 9/24/12 with a 30 day time to gather documents. Next notice to requestor is due on 11/5/12. Payment received on 11/19/12, mailed George Washington CD on11/19/12. PD 22075 is closed.		
12-22076	Ordered CF Waiting for payment. 10/08/2012 Responsive documents sent. CLOSED.		1.25
12-22077	Assigned to Louise Love		3.50
12-22078	initial sent 9/27/12 fnl sent 10/25/12		
12-22079	9/24/12 -Ordered ESR file -Initial Response/ONA/Static/programs Sent (18pgs) -Central File Ordered 9/2/12 -CF rec'd -Scanned ESR file/Infractions -Need clarification for #5 on if he wants the entire SOTP file 11/1/12 -Routing for SOTP file -2nd Eyes 11/5/12 -Cost letter sent(340pgs) 11/8/12 Payment rec'd 12/18/12 -Cost letter for final installment emailed(225pgs) 12/21/12 -Records mailed -File Closed		
12-22080	1. Received request. 09-20-12 2. Ordered archived field file. 09-24-12 3. Provided item 1 from Liberty and sent initial letter via e-mail to requestor. 09-24-12. 4. Final letter and item 2 sent via e-mail. 10-17-12		2.00
12-22081	initial sent 9/27/12 cst sent 10/9/12 fnl sent 10/16/12 second install sent via email 11/7/12	1.00	6.00
12-22082	assigned to Toni Flores		
12-22083	initial sent 9/28/12 cst sent 11/9/12 fnl sent 11/27/12	0.50	2.50

PD LOG #	Requested Items	To Do Date	To Do Status
12-22074	A document that shows how many individuals with convictions in other states or the federal courts are presently being housed in the WA DOC		Other
12-22075			Initial
12-22076	Requesting release paperwork from prison.		Initial
12-22077			Initial
12-22078			Initial
12-22079	ESR FileInfractionsEducationWork History Sex Offender TreatmentRisk Assessments		Waiting-Someone else
12-22080	1. Documentation tht reflects the reflects the release date of July 23.2006. from San Quinton State Prison. 2. Supervision closure or termination paperwork.		Initial
12-22081			Initial
12-22082			Initial
12-22083			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22084	Starr	Roderick	Offender	894349	9/21/2012		any/all photos from case file between 9/1/07-5/1/08 including photos sent to ISRB, courts or attorneys	3/27/2013	3 Closed	In Unit	30	30	2
12-22085	Hegge	Alvin	Offender	952368	9/21/2012	Garland, Kari A. (DOC)	any/all writings re DOC staff filing & requesting individual defense by the AG's 4/14/04 to 9/20/12 (policy 130.200) Misc policies, procedures investigative emails re Risk Mngmt RCW	4/8/2014	3 Closed	In Unit	301	301	18.25
12-22086	Medeiros	Robert	Offender	881796	9/21/2012	Siverts, Jacqueline L. (DOC)	completion of supervision and charges he was arrested for	9/24/2012	3 Closed	In Unit	2	2	1
12-22087	Slaughter	Lynn	Attorney	351958	9/21/2012	DOC SRCJC PDU	Mario Carter 351958 chronos from 1/1/11-present	10/24/2012	3 Closed	Out of Unit			
12-22088	Brown	James	Offender	350127	9/21/2012	DOC EVERETT PDU	termination of supervision		0 New	Out of Unit			
12-22089	Sodemann-Stern	Maria	Provider	706633	9/21/2012	Peterson, Terrina D. (DOC)	Rafael Robinson 706633 all prison records, probation records, i/m admission/transfers, release, disciplinary actions, incident reports, and correspondence	11/26/2012	3 Closed	In Unit			
12-22090	Wright	Amy	DOC Staff	869885	9/21/2012	DOC ES2 PDU	Devin Wood 869885 UA results	9/27/2012	3 Closed	Out of Unit	0		0
12-22091	Doherty	John	Attorney	758267	9/21/2012	DOC SRCJC PDU	Brian Christensen 758267 Secretary's warrant issued 1/24/12, Form 07-024, policies regarding searches of offenders, and anything used to authorize a search for a violation	11/26/2012	3 Closed	Out of Unit	47	47	
12-22092	Erwin	Kathy	Attorney	299520	9/21/2012	DOC SRCJC PDU	Marvin Gallow 299520 UA's from 3/1/12-present	9/28/2012	3 Closed	Out of Unit	5	5	
12-22093	Jury	Jerry	Offender	125063	9/21/2012		DOC policy on legal storage of legal items, hot trashing court papers for being stapled, and authorizing threats to send to ad-seg for grieving	1/22/2013	3 Closed	In Unit	132	0	3.5
12-22094	Horton	Bonnie-Gay	Citizen	930355	9/24/2012	Siverts, Jacqueline L. (DOC)	if there was a revocation hearing on 9/28/05 and the form he signed at the end and copy of the hearing		3 Closed	In Unit	1		1

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22084		No		2.00					Roderick Starr	I will look in ISRB file for photos. Robin Riley 9-27-2012 I am sending a copy of the ISRB file on CD 10-1-2012. There are pictures in the Violation Packet dated 4-17-2008 in the Community Supervision Section of the ISRB file. Robin Riley
12-22085		No		1.00					Alvin Hegge	My nte p etat on of tem 2 of you equest s that you a e equest ng cop es of a l current pol cy, p ocedu e, and nvest gat ve ema l o documentat on developed by WA DOC gove nment off c als elat ng to RCW 4.92.270 R sk Management-Standa d Indemn f cat on Ag eements. 10/18/12 d scuss on w th Cha les & T acy Item #1- the o g nal of the two fo ms goes to AG's & a copy to the employee. It s a ge sonal document so t s the employee's d sc ess on to keep la ssos - UNLESS the employee s Exec Staff. Then DOC ma nta ns a copy. (Cha les has Be n es) - W ll need to send RS to PDC/Adm n of eve y othe Exec Staff. (not 3) Item #2 - The p ocedu es, etc a e not developed at DOC. They a e developed at DES by Lucy Isak , Statew de R sk Management Manage . Send RS to Pol cy done Installment #1 = tem 2 (nfo med Hegge that the p ocedu es, etc... a e not developed at DOC & efe ed h m to DES) Depa tment of Ente p se Systems, 1500 Jeffe son St., Olymp a, WA 98504-1466 Lucy Isak , Statew de R sk Management Manage . Installment #2 = tem 1 (222 pages ece ved f om RM) - DV d d 2nd eyes ev ew Installment #3 = tem 1 (74 pgs/CD) (Sent RS to PDC/Adm n of eve y othe exec staff) th s nstallment ncludes docs f om Donna La son & C ndy Penn ngton.
12-22086		No		1.00					Robert Medeiros	
12-22087		No					Society of Counsel Representing Accused Persons		Lynn Slaughter	
12-22088		No							James Brown	
12-22089		No					Sodemann Document Services		Maria Sodemann-Stern	OHR-16475
12-22090		Yes		1.00					Amy Wright	
12-22091		No					Kitsap Co. Public Defenders Office		John Doherty	
12-22092		Yes					David Oliver & Associates		Kathy Erwin	
12-22093		No		3.50					Jerry Jury	
12-22094		No		1.00					Bonnie-Gay Horton	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22084	9/21/2012	9/28/2012		Photocopy	2012-9	11/13/2012	\$ 7.70	10/29/2012
12-22085	9/28/2012	9/28/2012		Compact Disk	2012-9		\$ 3.50	1/30/2014
12-22086	9/24/2012	9/28/2012			2012-9	9/28/2012		
12-22087	9/21/2012	9/28/2012			2012-9	9/28/2012		
12-22088		9/28/2012			2012-9	9/28/2012		
12-22089	9/24/2012	9/28/2012		Compact Disk	2012-9	12/26/2012	\$ 1.69	12/17/2012
12-22090		9/28/2012			2012-9	9/28/2012		
12-22091	9/24/2012	9/28/2012		Photocopy	2012-9	9/28/2012	\$ 11.70	
12-22092	9/24/2012	9/28/2012			2012-9	9/28/2012	\$ -	
12-22093	9/28/2012	9/28/2012			2012-9	12/5/2012	\$ -	11/7/2012
12-22094	9/26/2012	10/1/2012		Photocopy	2012-9	12/13/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22084	9/21/12 Mailed initial letterRouted routing slip to pdc9/27/12Routed 2nd routing slip to ISRB. 10/8/12Mailed cost letter 10/30/12Mailed 1st installment and 2nd cost letter. 3/27/13- Administratively closed.	1.00	1.00
12-22085	09/28/12 Mailed int 5-day response letter (65/010413) 09/28/12 Sent RS to Risk Management (due 10/23/12) 09/28/12 Sent RS to Policy (due 10/23/12) 10/01/12 Recd docs from Policy (.25 time rept) 10/22/12 Recd docs from Risk Management (no time rept) 01/04/13 Added to DV/JG Task-Q review of 223 pgs received from Risk Management- inst 2 docs. due 1/18/13. 01/04/13 Mailed \$ cost letter for inst 1 (12 pgs/\$3.50) 02/01/13 Recd \$ 02/21/13 Mailed docs for inst 1 (40/041813) 03/27/13 Recd response from DV re second eyes (.4.5 hrs time rept) 04/03/13 Mailed \$ cost letter for inst 2 (222 pgs/\$51.00) 06/03/13 Recd \$ for inst 2 - requesting docs on CD 08/16/13 Re-opened and mailed docs on cd (inst 3 due 5/7/110613) 08/28/13 Recd mail rejection notice from SCCC - filed in PDU-22085 folder for future reference 11/06/13 Mailed ext (40/010914) 11/26/13 Sent RS to all Exec Staff support staff for item 1 -1/09/14 Mailed \$ cost letter for inst 3 (67 pgs/\$1.71 - CD) 01/30/14 Recd \$ for inst 3 02/06/14 Mailed docs on cd for inst 3 (45/041114) 04/08/14 Mailed final letter - no further docs located - close request REQUEST CLOSED PD Portfolio created & PDU Folder to file room bin	0.25	18.25
12-22086	1. Received request 09/21/12. 2. Received a call from requestor asking if documents could be faxed. Advised that the PDU doesn't fax documents. Requestor then wanted documents sent to mother's e-mail address. 09/24/12 3. E-mailed final letter and responsive documents to mother's e-mail address. 09/24/12		1.00
12-22087	Assigned to Becky J Requestor no longer needed as P was resentenced.		
12-22088			
12-22089	9/24/12 Initial responseFF/CF ordered9/28/12FF rec'dCF rec'd 11/7/12redaction done/assign 2nd eyes 11/26/2012Cost Letter Sent 12/18/2012\$ rec'dCD mailed		
12-22090	requester cancelled. no responsive records.	0.00	
12-22091	Assigned to Levy Vidal Completed		3.00
12-22092	Assigned to Lorie Price. Completed. copies scanned to requestor		0.50
12-22093	9/28/12 Mailed initial letterEmailed routing slip to pdc's10/12/12Responded to requestors clarification letter. 11/5/12Mailed cost letter 1/22/13Closed request- Offender deceased.	1.25	2.25
12-22094	1. Received initial request. 09-24-12. 2. Ordered archived field file. 09-25-12. 3. Routed request for hearing tape to statewide records and sent initial letter. 09-26-12. 4. Cost letter sent 11-13-12.		1.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22084	1. Any and all pictures placed in (Roderick Starr #894349) central file to include photos sent to the ISRB, courts, attorneys and any photos used at his revocation hearings between the dates of September 1, 2007 thru May 5, 2008.	11/13/2012	Other
12-22085	1. Copies of any and all writings, email or other electronic communications from or to any public and/or governmental department of the State of Washington concerning DOC Policy 130.200 (section II) "Request for Individual Defense by the Attorney General and/or DOC Policy 130.200 (section III) "Memo of Involvement" filed by any WA DOC Official, employee and/or volunteer, from 4/14/04 to 9/20/12. 2. Copy of all policy, procedures, and investigative email or documentation developed by government officials relating to RCW 4.92.270 Risk Management-Standard Indemnification Agreements.		Other
12-22086	Copy of a document or related paperwork stating when requestor was released from probation and the charges he was arrested for.		Initial
12-22087			Initial
12-22088			Initial
12-22089	Central fileField FileMedical FileTransfer Movements	11/30/2012	Prepare letter/denial
12-22090			Initial
12-22091			Initial
12-22092			Initial
12-22093	1. DOC Policy on legal storage of legal items. Policy showing why staff are allowed to search legal items. Policy showing why staff are allowed to remove legal boxes or documents and hot trash certain items without notice or presence of the owner. Copy of policy permitting the hot trashing of an alleged altered court paper for having a stapler in the upper left hand corner. 2. Policy showing that an offender will spend the rest of his time in prison if he files a grievance or a lawsuit.	12/5/2012	Initial
12-22094	1. A copy of the hearing report from the DOSA Revocation hearing held on 09/28/05 signed by Coleman E. Calloway. 2. A copy of the tape recording of the DOSA Revocation hearing held on 09/28/05.	10/17/2012	Route

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22095	Whitehead	Cyrus	Offender	335326	9/24/2012	DOC CBCC PDU	J&S, infraction history, and criminal history/all charges		3 Closed	Out of Unit	24		0.5
12-22096	Madison	Howard	DOC Staff		9/24/2012	Schave, Gaylene R. (DOC)	all correspondence, investigations, and supervisor files from 1/1/11-present regarding himself		3 Closed	In Unit	132		7
12-22097	Holman	Joshua	Offender	874246	9/24/2012	Garland, Kari A. (DOC)	i/m account statement for 7/2012	10/2/2012	3 Closed	In Unit	4	0	1.75
12-22098	Lee	Robert	Offender	705130	9/24/2012	Pernula, Theresa L. 'Terry' (DOC)	list of names of staff from 6/6/69-4/19/02	5/8/2013	3 Closed	In Unit	641	156	15
12-22099	Hunter	Sirjesse	Offender	941765	9/24/2012	Shamberg, Virginia B. (DOC)	request from grievance no. 1121219 to move in w/ i/m Gregory and classification info from transfer from WCC to SCCC and all emails about it	1/14/2013	3 Closed	In Unit	41		
12-22100	Sweetser	James	Attorney	706633	9/24/2012	Peterson, Terrina D. (DOC)	Duplicate of PDU-22089		4 Closed - Duplicate	In Unit			
12-22101	Faulkner	Clarence	Offender	842107	9/24/2012	Terrell, Paula L. (DOC)	all transactions made to his i/m trust fund from 6/20/02-present	11/6/2012	3 Closed	In Unit	86	86	3.5

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22095		No		0.50					Cyrus Whitehead	2/6/14 file closed, never received funds.
12-22096		No							Howard Madison	
12-22097		No		0.50					Joshua Holman	
12-22098		No							Robert Lee	9-25 RS to T. Greaves by 10-19 Rcv'd 9-25 no rcrds 9-25 RS to H. Boe by 10-19 Rcv'd 10-22 10-23-12 e-mail to D & J 11-7-12 e-mail to denise 11-7-12 e-mail to denise 6-8-13 close if no response rcv'd
12-22099		No							Sirjesse Hunter	
12-22100		No					Law Office of James R. Sweetser		James Sweetser	Courtney called the Law Office of James R. Sweetser regarding the same records being requested again 9/24 and the paralegal said it should stay with the first request (22089)
12-22101		No		2.00					Clarence Faulkner	11/6/12 CD burned. PD file placed in bin to be filed in PD file room. 12/21/12 file placed in bin to be filed.

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22095	9/24/2012	10/1/2012			2012-9	10/1/2012	\$ 6.36	
12-22096	9/25/2012	10/1/2012			2012-9			
12-22097	9/28/2012	10/1/2012			2012-9		\$ -	
12-22098	9/28/2012	10/1/2012		Photocopy	2012-9	5/31/2013	\$ 36.85	11/26/2012
12-22099	10/1/2012	10/1/2012			2012-9	12/5/2012	\$ 10.30	
12-22100		10/1/2012			2012-9	10/1/2012		
12-22101	9/28/2012	10/1/2012		Compact Disk	2012-9	11/9/2012	\$ 1.69	10/26/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22095			0.50
12-22096	12/10/12 additional time needed. Enj. is not complete until 12/20/12 12/18/12 emailed \$ for 132 pages 12/19/12 rec'd call that he would like these put on CD; sent him an email with CD cost. 3/21/13 administratively closed; no payment received	2.00	5.00
12-22097	09/25/12 Sent RS to I/M banking (due 10/9/12) 09/28/12 Mailed int 5-day response letter (30/110912) 10/02/12 Recd docs from I/M banking (.25 time rept) 10/02/12 Mailed \$ cost letter (4 pgs/\$1.25) 12/24/13 Closed request due to non payment REQUEST CLOSED - PDU Folder to file room bin	0.25	1.50
12-22098	2012 9-28 mailed initial response 11-9 mailed cost letter for 1st inst. of 156 pgs / \$36.85 11-15 rcv'd letter from requestor 11-26 mailed response to letter of 11-15 11-26 rcv'd pmt of \$36.85 11-30 mailed final letter & 156 pgs for 1st inst. 2013 1-10 mailed cost letter for 2nd inst. of 485 pgs / \$107.30 2-6 rcv'd letter asking to leave file open 2-12 mailed response to letter of 2-6 2/29/13 received letter 5/8/13 responded to letter by PT for TP HOURS: 15.0 CLOSED 2012 Sept. - 1.0 Oct. - 7.5 Nov. - 1.75 2013 Jan. - 4.0 Feb. - 0.5 May - 0.25		15.00
12-22099	Workflow sent to SCCC. 10/23/2012 Cost letter sent/Once \$ is received i will post amout received and records sent. CLOSING INTEREST/PAST 30 DAYS.		1.50
12-22100			
12-22101	9/28/12 TP completed 5-day letter RS to Inmate Accnts Received and saved in ADOBE \$\$Cost letter due 11/9/12\$\$ cost letter mailed early on 10/9/12 CD, actual cost \$0.79 x 1 \$0.79 Postage + \$0.90 Total Cost \$1.69 Records have been reviewed--there are no redactions. When \$ is received need to burn records on CD and mail wiht final letter.	0.30	

PD LOG #	Requested Items	To Do Date	To Do Status
12-22095			Initial
12-22096			Initial
12-22097			Other
12-22098	A list of names of all employees of WA State DOC from 6/6/1969 to 4/19/2002 to include the date they started their employment as well as the date their employment ended.		Initial
12-22099	1) Copy of grievance #1121219 appeal level #2 dated 11/17/2011; regarding request asking to move in with offender Gregory. 2) Also requesting the classification information of when you were moved from WCC to SCCC, what cell you were placed in, what time and who placed you in the cell. 3) Copy of all communiques, emails, letters, memos and or phone records or this classification move.		Initial
12-22100			Initial
12-22101	1. A copy of all transactions made to your inmate trust fund account beginning June 20, 2002 through the present date.		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22102	Barton	JD	Offender	867165	9/24/2012	Pernula, Theresa L. 'Terry' (DOC)	WSP surveillance and legal mail log from 9/10/12	12/10/2012	3 Closed	In Unit	2	2	4
12-22103	Motel	Melissa	Citizen		9/24/2012	Garland, Kari A. (DOC)	telephone contracts, commission totals, calling rates, audits and other fees from 2009-2012	5/30/2013	3 Closed	In Unit	317	317	5.5
12-22104	Johnsen	Hans	Attorney	903419	9/24/2012	DOC EVERETT PDU	Johnny Hadley 903419 address		1 Open/In-Progress	Out of Unit			
12-22105	Kloes	Jenna	Attorney	828081	9/24/2012	Shamberg, Virginia B. (DOC)	Peter Barton 828081 records regarding all names and aliases	10/1/2012	3 Closed	In Unit	1	1	
12-22106	Estes	Joshua	Offender	345752	9/25/2012	DOC WCC PDU	phone #'s, times, and dates he has called @ WCC		0 New	Out of Unit			
12-22107	Boice	Bob	Citizen	358484	9/25/2012	DOC WSP PDU	Robert Freedman 358484 infractions while @ WCC		0 New	Out of Unit			
12-22108	Mancino	Allan	Offender	236428	9/25/2012	Riley, Robin L. (DOC)	date of next scheduled meeting with ISRB	9/27/2012	3 Closed	Out of Unit	1		0.5
12-22109	French	Jefferey	Offender	975621	9/25/2012		LFO history report and TAS withdrawl history report		3 Closed	In Unit			
12-22110	Siess	Bryan	Offender	335302	9/25/2012	Siverts, Jacqueline L. (DOC)	release from probation	11/5/2012	3 Closed	In Unit	11	11	1
12-22111	Blankenship	Jean	Citizen	25206	9/25/2012	Shamberg, Virginia B. (DOC)	Auldon Blankenship 25206 photos	10/9/2012	3 Closed	In Unit			
12-22112	Nozawa	Tanya	DOC Staff		9/25/2012	Peterson, Terrina D. (DOC)	current job descriptions for each correctional specialist 1 in the state	11/28/2012	3 Closed	In Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22102		No							JD Barton	9-25-12 RS to WSP by 10-19 Rcv'd 10-3 rcv'd disk / still waiting for mail log - rcv'd 11-5 11-1-12 e-mail to Joni
12-22103		No		2.00			Prison Legal News		Melissa Motel	11/06/12 per Business Services (item 2) OBF gets a flat rate of \$5,100,000 per year and has been in this agreement for the period requested. This agreed amount is part of the contract. (#CDOC6840) (Thrasher contract manager) 01/15/13 I have interpreted "correctional phone services" to be telephone services provided to offenders. If this interpretation is incorrect, please write to me at the address below to clarify your request; otherwise I shall proceed with gathering the documents as outlined in my interpretation above. per Jamie- no need to enjoin-ok to release see also: 24929
12-22104		No					Law Office of Hans Eric Johnsen		Hans Johnsen	
12-22105		No					Snohomish Co. Public Defender Association		Jenna Kloes	
12-22106		No							Joshua Estes	
12-22107		No							Bob Boice	
12-22108		No		0.50				Yes	Allan Mancino	I sent Mr. Mancino a letter informing him of his next tentative hearing date.
12-22109		No							Jefferey French	
12-22110		No		1.00					Bryan Siess	
12-22111		No							Jean Blankenship	OHR-16497
12-22112		No							Tanya Nozawa	Office locations AHCC, Page 3 of Position D CBCC, Floor Plan WCC, No office assigned CRCC, Floor plan C CCC, Floor plan LCC

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22102	9/28/2012	10/1/2012		Photocopy	2012-9	12/31/2012	\$ 0.85	12/4/2012
12-22103	10/1/2012	10/1/2012		Compact Disk	2012-9		\$ 1.71	5/23/2013
12-22104	9/25/2012	10/1/2012			2012-9	10/1/2012		
12-22105	10/1/2012	10/1/2012			2012-9	10/1/2012		
12-22106		10/2/2012			2012-9	10/2/2012		
12-22107		10/2/2012			2012-9	10/2/2012		
12-22108	9/27/2012	10/2/2012			2012-9	10/2/2012		
12-22109	10/1/2012	10/2/2012			2012-9	11/1/2012		
12-22110	9/27/2012	10/2/2012		E-Mail	2012-9	11/7/2012		
12-22111	10/2/2012	10/2/2012			2012-9	10/23/2012		
12-22112	9/26/2012	10/2/2012		E-Mail	2012-9	12/3/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22102	<p>2012 9-28 mailed initial response 11-2 mailed denial for surveillance video & ext. letter 11-6 mailed cost letter for 2 pgs / \$0.85 12-4 rcv'd pmt of \$0.85 12-10 mailed final letter & 2 pgs</p> <p>HOURS: 2.0 CLOSED 2012 Sept. - 0.5 Nov. - 0.75 Dec. - 0.75</p>	2.00	2.00
12-22103	<p>09/28/12 Sent RS to Contracts & Budget (T Greaves) (due 10/23/12) 10/01/12 Mailed int 5-day response letter (70/011513) 09/28/12 Per Budget - no docs try contacting Business Services 10/23/12 Recd docs from Contracts 11/02/12 Sent RS to Business Services (due 11/26/12) 11/06/12 Per Business Services- can respond to items 2 & 4 (item 4 no docs / item 2 recd info but no doc- see general comments) (.50 time rept) 01/15/13 Sent status letter- no docs for item 4 & intrepertation (see general comments) (40/031413) 03/14/13 Mailed ext (45/051713) 05/10/13 Mailed \$ cost letter (317 pages/\$1.71-CD) Too large to send as an attachment to an email 05/23/13 Recd \$ 05/30/13 Mailed docs on CD</p> <p>REQUEST CLOSED - PD Portfolio created & PD Folder to file room bin</p>	0.50	5.00
12-22104	Assigned to Tammy Larson		
12-22105	<p>Spoke with Ms. Coburn on 10/1/2012 getting clarification on request..she stated she would like all names and aliases that we have on the above offender.</p> <p>Gathered information.</p> <p>CLOSED.</p>		1.00
12-22106			
12-22107			
12-22108			
12-22109	clarification sent 10/1/12		
12-22110	<p>1. Received request 09-25-12 2. Ordered archived field file. 09-27-12 3. Sent initial letter. 09-27-12 4. Final letter and copies e-mailed to requestor. 11-05-12.</p>		1.00
12-22111	<p>Will order file from records center. No responsive documents.</p> <p>CLOSED.</p>		1.00
12-22112	<p>9/26/12 Initial ResponseWorkflows10/23/2012documents rec'd 10/29/12PD's sent, still waiting on the locationsRoutings for office locations. 11/28/12Emailed 1 page/denial/final letter to requestor</p>		

PD LOG #	Requested Items	To Do Date	To Do Status
12-22102	<p>1.) A copy of the video(s) from the WSP, West Complex, Echo Unit near the photocopy machine, counter, and the computer on 9/10/12 from 1 – 4 p.m. (showing Counselor Jones making legal copies for JD Jones Barton, DOC # 867165 and the preparation of sending out his legal mail)</p> <p>2. A copy of the WSP, West Complex, Echo Unit outgoing legal mail log dated 9/10/12 as it pertains to JD Jones Barton, DOC # 867165</p>		Initial
12-22103	<p>1. Contracts between telecommunications companies and Washington government agencies related to correctional phone services for the years 2009, 2010, 2011 and 2012.</p> <p>2. Commission totals (i.e., revenue paid to the state by inmate telephone providers) for fiscal years 2009, 2010, 2011 and 2012.</p> <p>3. Calling rates (collect and debit, if applicable) for fiscal years 2009, 2010, 2011 and 2012 - if these rates are not included in the contracts.</p> <p>4. Any audits of the commissions from fiscal years 2009, 2010, 2011 and 2012</p> <p>5. Any other fees associated with phone calls, such as costs to set up or cancel an account- if these fees are not included in the contracts.</p>		Other
12-22104			Initial
12-22105	Records showing all names and aliases on Peter BaRTON.		Initial
12-22106			Initial
12-22107			Initial
12-22108	Requested next hearing date with ISRB.		Initial
12-22109			Initial
12-22110	Supervision closure or termination paperwork.	10/11/2012	Other
12-22111	You have requested disclosure of additional document's to include photos and medical records regarding your father "Auldon Eugene Blankenship.		Initial
12-22112	<p>1. A copy of the current position descriptions for all Corrections Specialist 1 positions statewide.</p> <p>**Include the location of the office</p>	11/9/2012	Waiting-Someone else

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22113	Nozawa	Tanya	DOC Staff		9/25/2012	Peterson, Terrina D. (DOC)	any/all investigations, unethical complaints, violations, reports, legal filings and resolutions against Belinda Stewart from 3/14/11-9/24/12	12/26/2012	3 Closed	In Unit			
12-22114	Azeem	Mikaeel	Citizen	256611	9/25/2012	Shamberg, Virginia B. (DOC)	Antoinette Alexander 25661 DOB and photo	10/1/2012	3 Closed	In Unit			
12-22115	Garrett	Diane	Other Government Ag	125611	9/25/2012	Shamberg, Virginia B. (DOC)	any info on Duane Owen 125611	10/9/2012	3 Closed	In Unit			
12-22116	Morell	Nikki	Citizen	274225	9/25/2012	DOC WSP PDU	Donald Fuller 274225 photo		0 New	Out of Unit			
12-22117	Fletcher	Joshua	Offender	840481	9/26/2012	DOC CRCC PDU	Joshua Fletcher 840481. Criminal history, J&S		0 New	Out of Unit			
12-22118	Hinds	Brady	DOC Staff		9/25/2012	Skewis, Erin K. (DOC)	all records of cases Matthew Butler of I&I has been involved in, all disciplinary cases and all actions against staff of i/m's, and disciplinary files of Bulter and CS3 Flualett	11/9/2012	3 Closed	In Unit	0	0	35
12-22119	Curry	Mark	Offender	932931	9/26/2012	DOC CRCC PDU	Mark Curry 932931. Entire Central File		0 New	Out of Unit			
12-22120	Palafox	Artemio	Offender	323144	9/26/2012	DOC WSP PDU	Artemio Palafox 323144. J&S for #081028557 and related documents		0 New	Out of Unit			
12-22121	Ordway	John	Offender	701882	9/26/2012	DOC MCC PDU	John Ordway 701882. Copy of arrest warrant from 12/9/10		0 New	Out of Unit			
12-22122	Palafox	Artemio	Offender	323144	9/26/2012	DOC WSP PDU	Artemio Palafox 323144. Central File review		0 New	Out of Unit			
12-22123	Medeiros	Robert	Offender	881796	9/26/2012	Siverts, Jacqueline L. (DOC)	Robert Medeiros 881796. Copy of police report	9/27/2012	3 Closed	In Unit	13	13	2
12-22124	Wilson	Joshua	Offender	819159	9/26/2012	Peterson, Terrina D. (DOC)	Joshua Wilson 819159. All DOC kites (21-473) submitted by Joshua Wilson while at WSP from 5-8-12 to present.	11/1/2012	3 Closed	In Unit	8		
12-22125	Wilson	Joshua	Offender	819159	9/26/2012	Peterson, Terrina D. (DOC)	Joshua Wilson 819159. Any/all emails and kiosk messages pertaining to Joshua Wilson while at WSP from 5-8-12 to present.	11/1/2012	3 Closed	In Unit		2	

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22113		No							Tanya Nozawa	Dan P.-Emails 10/4/12 Kathy Smith-Emails 10/10/12 HR/PREA-NOTHING 10/29/12 Risk Mgmt - NOTHING 9/28/12 Grievances - NOTHING 10/8/12 Bernie/Susan
12-22114		No							Mikaeel Azeem	
12-22115		No					Marion Co. Child Welfare		Diane Garrett	I will request that the ISRB file is requested form the state records center. Robin Riley 9-27-12 - Page by page review of ISRB file showed no info in response to request. Robin Riley - 10-9-2012
12-22116		No							Nikki Morell	Requster called 9/25 and would like the photo emailed to her.
12-22117		No							Joshua Fletcher	
12-22118	FALSE	No		10.00					Brady Hinds	Item 1 - No list available Item 2 - No list available Item 3 - No list available
12-22119		No							Mark Curry	
12-22120		No							Artemio Palafox	
12-22121		No							John Ordway	
12-22122		No							Artemio Palafox	
12-22123		No		2.00					Robert Medeiros	
12-22124		No							Joshua Wilson	
12-22125		No							Joshua Wilson	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22113	9/26/2012	10/2/2012			2012-9	1/2/2013		
12-22114	10/1/2012	10/2/2012			2012-9	10/2/2012		
12-22115	10/2/2012	10/2/2012			2012-9	10/16/2012		
12-22116					2012-9			
12-22117		10/3/2012			2012-9	10/3/2012		
12-22118	9/28/2012	10/2/2012	FALSE		2012-9	11/28/2012		
12-22119		10/3/2012			2012-9	10/3/2012		
12-22120		10/3/2012			2012-9	10/3/2012		
12-22121		10/3/2012			2012-9	10/3/2012		
12-22122		10/3/2012			2012-9	10/3/2012		
12-22123	9/27/2012	10/3/2012			2012-9	10/3/2012		
12-22124	9/27/2012	10/3/2012			2012-9	11/30/2012	\$ 2.25	
12-22125	9/27/2012	10/3/2012			2012-9	11/30/2012	\$ 0.65	

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22113	9/26/12 Initial responseRouting slips10/4/12Rec'd Emails from Dan 10/8/12NO grievances 10/10/12Rec'd Emails from K. Smith 10/29/2012Extension letter (12/3/12) 12/3/12Spoke with Kathy, ethics board investigation is still openExtension Letter 12/2012Reviewed EV/SB emails nothing responsive 12/26/12Denial/final letter emailed		
12-22114	Gathered info. this request is complete. COMPLETE.		1.00
12-22115	Workflow sent to Robin Riley for ISRB file. Robin will review file. Information is going to determine placement of the children that needs to be done immediately. No info found. CLOSED.	0.50	0.50
12-22116			
12-22117			
12-22118	9/28/12 - Emailed int; Asked for clarification on a couple items. RS to CRCC Rec'd clarification, See items in red in the box above Updated CRCC task to include clarification. 11/8/12 - Emailed Lori to get confirmation that we dont have records and that staff checked for records. 11/9/12 - Emailed Lori, I need confirmation from her: 1. We cannot pull a list of I&I cases that Butler worked on, correct? 2. We cannot pull a list of disciplinary actions cases that Butler worked on, correct? 3. There aren't any disciplinary actions against Butler or Fluairr, correct? If she can confirm this information, then both PDU-21618 and PDU-22118 can be cloed because they are duplicate requests. Confirmed w/ Lori, no responsive records 11/9/12 - Emailed requester, No records.	5.00	20.00
12-22119			
12-22120			
12-22121			
12-22122			
12-22123	1. Received request. 09-26-12 2. Sent letter, redacted documents, and exemption log via e-mail. 09/27/12		2.00
12-22124	9/27/12 Initial ResponseWork flow to WSP10/29/12Docs rec'd 11/1/12Cost letter sent-no redactions 12/19/12No response/paymentFile Closed		
12-22125	09/27/2012 Initial responseRouting slip to IT10/04/012Rec'd documents 11/1/12Cost Letter-No redactions 12/19/12NO response/paymentfile closed		

PD LOG #	Requested Items	To Do Date	To Do Status
12-22113	1. All investigations, unethical complaints, all violations, reports, legal filings and resolutions filed against and or pertain to Belinda Stewart between March 14, 2011 and September 24, 2012	10/31/2012	Waiting-Someone else
12-22114	Wanted to know what DOBs Ms. Alexander used while in DOC custody.		Initial
12-22115	Any information we may have to locate Duane Dee Owen; including contact logs.		Initial
12-22116			Initial
12-22117			Initial
12-22118	<p>1. All records of cases that I&I Investigator Matthew Butler has been involved in, to include prosecutable cases that have been against any DOC employee or inmate. a. We will interpret this to mean any investigation that Mr. Butler was involved in, in the capacity of investigating allegations/crimes that were submitted to a Prosecutor's Office for possible criminal charges. However, we need you to provide us with a timeframe or date for how far back you'd like us to search. We will not gather records for this item until we receive clarification/date from you TIMREFRAME: SINCE BUTLER S START WITH I&I @ CRCC</p> <p>2. Any records of disciplinary cases and all actions against DOC staff or inmates that Mr. Butler was involved with and contact information of persons involved a. We are in need of clarification for this item. You state that you are looking for records of disciplinary cases and actions for staff and inmates. Are you looking for staff disciplinary records (i.e. letters of reprimand, expectations, etc)? AND inmate disciplinary records (i.e. infractions) that Mr. Butler was involved in investigating? Also, please provide a time frame for this item. We will not gather records for this item until we receive clarification from you REQUESTER WANTS RECORDS SHOWIN THAT BUTLER WAS INVOLVED IN DISCIPLINARY ACTION PROCESS FOR STAFF</p> <p>3. All disciplinary records within the disciplinary files of Mr. Butler and CS3 Jacqueline Fluatt a. Not all locations within DOC have disciplinary files. Would you like for us to search only disciplinary files, if they exist? Or are there other files (i.e. supervisory, personnel) that you'd like for us to search? Absent clarification, we will ask HR staff to search the disciplinary files for each employee listed, if there is one. REc'd clarification from requester that he ONLY wants a list, he does not want entire investigations or letters</p>		Initial
12-22119			Initial
12-22120			Initial
12-22121			Initial
12-22122			Initial
12-22123	The police report for Skagit County Cause 05-1-00131-2.		Initial
12-22124	All kites submitted by Joshua Wilson #819159 while at WSP from 05/08/2012 to 09/26/2012	11/30/2012	Other
12-22125	All Kiosk messages pertaining to Joshua Wilson #819159 between 05/08/2012 and 09/26/2012	11/30/2012	Other

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22126	Silva	Matthew	Offender	957176	9/26/2012	Skewis, Erin K. (DOC)	Matthew Silva 957176. Any/all records of GC Young's responses to inmate complaints, grievances, kites or other communication between 2007 to date. Any/all training Young has had. Any/all emails to or from Young from 2007 to date ect...		3 Closed	In Unit	485		
12-22127	Barton	JD	Offender	867165	9/26/2012	Terrell, Paula L. (DOC)	JD Barton 867165. Any/all kites submitted by JD Barton while at WSP from 12-8-08 to present. Any/all emails pertaining to Barton from 1-1-08 to present. Any/all juvenil records pertaining to Barton.	5/28/2014	3 Closed	In Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22126		No		4.50					Matthew Silva	
12-22127		No		2.00					JD Barton	9-27-12 RS to WSP by 10-26 Rcv'd 2-11 docs, CD's, etc. 12-13-12 2nd eyes to J & D by 12-28 1-9 3-15 on D&J task que for 2nd eyes by 4-4 11-29-13 close if no response rcv'd REVIEW RECORDS 11-12-13 MOVED E-MAILS TO REQ. FOLDER OHR-16512 Closed due to non-payment.

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22126	10/1/2012	10/3/2012		Compact Disk	2012-9			
12-22127	10/2/2012	10/3/2012		Compact Disk	2012-9	7/9/2014		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22126	<p>10/1/12 - Mailed int, Next Due 12/12/12 I emailed Heather Boe to see if Lee Young has worked anywhere besides WSP since 2007. I emailed Jamie to see if Young has been vaulted yet RS sent to WSP (Items 1, 2 and 5) and B. Wilson (Item 3)</p> <p>10/1/12 - Spoke w/ Joni at WSP. WSP staff will start searching hard copy files for any grievances involving GC Young. She stated this could take a few months to complete. Told her they could provide records in batches. I will contact HQ Grievance to get a list of Griev# and search liberty</p> <p>Rec'd Young's signature that he uses when he signs grievances</p> <p>11/21/12 - Rec'd clar letter from requester for PDU-22608 but he states he'd like this clarification to be applied for and PRA requests. Therefore, see the clarification in the requested items box above (in RED).</p> <p>11/29/12 - Mailed #1 enjoin packet to LEE; Expires 12/10/12 12/12/12 - Mailed #1 \$ letter (485 pgs (incl'd dividers) CD).</p> <p>11/15/13 - NO PAYMENT REC'D - ALL CORRESP AND RECORDS IN REQUEST FOLDER ON W DRIVE. FILE IS IN BOX WAITING FOR SUPPORT STAFF TO ADD TO CDS</p> <p>W \Gov Comm Relations\Public Disclosure Unit\Requests\Silva, Matthew 957176 Requests</p>	10.00	20.00
12-22127	<p>2012 10-2 mailed initial response 12-14 mailed cost letter for 1st inst. of 241 pgs on CD/ \$1.69</p> <p>2013 1-4 rcv'd pmt of \$1.69 1-10 mailed final letter for 1st inst. & 241 pgs on CD 3-18 mailed cost letter for 2nd inst. of 169 pgs on CD / \$1.71 4-4 rcv'd pmt of \$1.71 4-11 mailed final letter & 169 pgs on CD 6-20 mailed cost letter for 3rd inst. of 125 pgs on CD / \$1.71 7-15 rcv'd pmt of \$1.71 7-22 mailed final letter for 3rd inst. & 125 pgs on CD 9-24 mailed ext. letter 10-29 mailed cost letter for 4th inst. of 829 pgs on CD / \$1.71</p> <p>HOURS: 2012 Sept. - 0.75 Dec. - 3.0 2013 Jan. - 1.5 Feb. - 0.5 +142.25 WSP March - 6.0 April - 1.0 June - 3.0</p>		4.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22126	<p>1. Any and all records of Grievance Coordinator (GC) Lee Young's response to inmate complaints, grievance, kites, correspondence and any other type of inmate communiques from 2007 to September 26, 2012 (date your request was received)</p> <p>2. Any and all records of GC Young's disposition of any complaint submitted as an "emergency grievances" from 2007 to September 26, 2012 (date your request was received)</p> <p>3. Any and all records of GC Young's training a. We will interpret this to mean GC Young's training record. If this interpretation is incorrect please let us know as soon as possible</p> <p>4. Any and all records that name, mention, reference address or deal with GC Young in any way <i>a. With the clarification stated in your November 14th letter, we will interpret this item to ask for all records that name, mention, reference, address or deal with GC Young, without any timeframe applied. Furthermore, this is still not a request for identifiable records. As we have indicated for other similar requests, absent specific clarification as to the types of records you wish to receive, we will limit our response to the personnel file, supervisory files, payroll/leave records, investigations and grievances against GC Young. Emails to or from GC Young will be gathered as requested in item five. As it has been explained to you in the past, the search for all grievances that name a particular staff member is extremely labor-intensive. Therefore, the response to this item likely will extend the response time for this request significantly.</i></p> <p>5. Each and every email GC Young has sent or received to or from any source from 2007 to September 26, 2012 (date your request was received)</p>		Initial
12-22127	<p>1. Copies of any & all kites (21-473) submitted by yourself while at WSP dated 12/8/08 to present</p> <p>2. Copies of any & all DOC e-mails pertaining to yourself from 1/1/08, to present</p> <p>3. Copies of any & all medical files, documents, reports, e-mails, etc. pertaining to yourself from 4/21/08, to present - <i>This portion of your request as it relates to medical records will be responded to directly from the Offender Health Records Unit under the tracking number OHR-16512.</i></p> <p>4. Copies of any & all juvenile records pertaining to yourself which have been disclosed to DOC by JRA, Thurston County Sheriff's Office, and Thurston County Prosecutor's Office</p>		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22128	Sheldon	David	Offender	794831	9/26/2012	Shamberg, Virginia B. (DOC)	David Sheldon 794831. Release paper work for 12 inmates. Any info on Gerith Crow from 4-2011 to 9-2012, photos, release info, arrest reports, drug treatment, court reports.	11/5/2012	3 Closed	In Unit	31	31	
12-22129	Kleven	Larry	Offender	700069	9/26/2012		Larry Kleven 700069. Financial records since Feb 1995-Sept 30, 2012		3 Closed	In Unit	69		3.5
12-22130	Cruz	Manuel	Offender	980277	9/26/2012	Schave, Gaylene R. (DOC)	Manuel Cruz 980277. Prison time calculation.		3 Closed	In Unit	8		1.5
12-22131	Brown	Michael	Offender	971425	9/26/2012	Schave, Gaylene R. (DOC)	Michael Brown 971425. Mail rejection # T 8-28-12-425 dated 8/28/12	12/18/2012	3 Closed	In Unit	3	3	1.5
12-22132	Carnahan	Timothy	Offender	358828	9/26/2012	Siverts, Jacqueline L. (DOC)	Timothy Carnahan 358828. Discovery file, police report, child protective report, investigation report, all other documents concerning case		3 Closed	In Unit	8		
12-22133	Azcona	Leslie	Attorney	359022	9/26/2012	Peterson, Terrina D. (DOC)	Steven Yeats 359022. Skagit Co. WA warrants issued this year	9/27/2012	3 Closed	In Unit	1		1
12-22134	Cunningham	John	Other Government Agency		9/26/2012	Skewis, Erin K. (DOC)	Average daily sewage flows at each of the State's Corrections facilities.	10/4/2012	3 Closed	In Unit	1	1	

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22128		No							David Sheldon	CD-3055
12-22129		No							Larry Kleven	
12-22130		No							Manuel Cruz	
12-22131		No							Michael Brown	
12-22132		No		2.75					Timothy Carnahan	
12-22133		No		1.00					Leslie Azcona	
12-22134		No					Utilities & Wate Management Dept.		John Cunningham	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22128	10/3/2012	10/3/2012		Photocopy	2012-9	12/14/2012	\$ 8.10	11/2/2012
12-22129	10/1/2012	10/3/2012			2012-9	12/9/2012		
12-22130	9/27/2012	10/3/2012		Photocopy	2012-9			
12-22131	9/27/2012	10/3/2012			2012-9		\$ 1.05	12/12/2012
12-22132	10/2/2012	10/3/2012			2012-9	12/21/2012		
12-22133		10/3/2012			2012-9	9/27/2012		
12-22134	10/1/2012	10/3/2012			2012-9			

PD LOG #	PD Actions	PDC Hours	PDS Hours
	<p>July - 0.5 Sept. - 0.25 Oct. - 3.25</p> <p>***Case assigned to me on 12/4/13**** This was Terry's case. 12/4/13 Installment #4 records mailed, along with final letter for #4.</p> <p>\$\$Cost letter due 1/15/14\$\$ for installment #5</p> <p>1/15/14 extension letter mailed</p> <p>2/21/14 The fifth and final installment has been reviewed and because there are STG redactions a 2nd eyes review is necessary by DV; therefore, a 2nd eyes task que was placed on DV's SharePoint.</p> <p>\$\$New due date for cost letter is 2/28/14\$\$ 2/28/14 Still waiting on DV's 2nd eyes review; therefore, an extension letter was mailed.</p> <p>\$\$New due date for cost letter is 4/11/14\$\$ 4/11/14 Still waiting on DV's 2nd eyes review; therefor, another extension letter was mailed.</p> <p>\$\$New due date for cost letter is 5/27/14\$\$</p> <p>5/27/14 Still waiting on DV's 2nd eyes review; therefore, another extension letter was mailed. 5/28/14 JG completed 2nd eyes for her and DV; therefore, I prepared and mailed the cost letter for this final installment of records</p> <p>CD, actual cost 1 x \$0.79 \$0.79 Postage + \$0.98 Total Cost \$1.77 \$\$New due date for cost letter is 7/9/14\$\$</p>		
	<p>Workflow sent to Becky Price. Ordering CF from archive on 894837,309336,836111. 10/11/2012 Cost Letter sent. Once \$ is received will let Mr. Sheldon that there is no release current release paperwork on offender Newberry as he is still in prison. Will post cost amount & pages sent once payment is received.</p>		
12-22128	closed	1.00	1.25
12-22129	initial sent 10/1/12 cst sent 11/9/12	0.50	3.00
12-22130	11/7/12 CRCC has not gathered records yet. Gave her an extension. \$ due 12/11/12	0.50	1.00
12-22131	11/15/12 sent \$ letter 12/18/92 mailed 3 pages. Request is now closed.	0.50	1.00
12-22132	<p>1. Received initial request 09/26/12 2. Routed request for items 2 and 3 to SCCC PDU 10/02/12 3. Sent initial letter and requested verification for items 4,5, 6, 7, and 8 10/02/12 3. No documents from SCCC. Rerouted to Jennifer Williams ESR. 10-12-12 4. Itemized cost letter sent. 11-21-12</p>	0.75	2.00
12-22133	9/27/12 rec'd copy of warrant from warrants unitrequested signed copy from CCO BanksEmailed initial/final response w/ documents		
12-22134	<p>10/1/12 - Emailed int; Next Due 11/19/12 Emailed Simone to see if this is something that Capital Planning would have records for?</p> <p>10/4- Rec;d records from Simone, emailed it to requester w/ final letter</p>		

PD LOG #	Requested Items	To Do Date	To Do Status
12-22128	Release paperwork on Chris Ramsey #843543; Adam Payton #309336; Isaiah Driscoll #899137; Kevin Buchin #873917; Corey Stanley #894837; Kevin Guptil #322987; Ben Harrison #305623; Dan Harrell #803281; Billy Newberry #836111; Tony League #312352; Jeremy Comstock #829893; Chris Stoker #859069; Brett Easley #877884; Patric Vader #300283. To include any information on Gerith Dixon Crow from April, 2011 until September 12, 2011 to include arrest reports any new release information, booking photos, drug treatment programs, court reports and investigations.		Initial
12-22129			Initial
12-22130	a copy of your prison time calculations. 12/11/12 \$ letter sent		Initial
12-22131	a copy of the contents of mail rejection #T-8-28-12-425 dated 8/28/12		Initial
12-22132	1. Presentence Investigation 2. Police Reports 3. Child Protective (CPS) reports 4. Show case documents 5. Discovery file 6. Bill of Particulars 7. Charging documents 8. Any other documents		Initial
12-22133	Copy of Secretary's Warrant 07/05/12		Initial
12-22134	the average daily sewage flows at each of the State's correctional facilities.		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22135	Cutler	Raven	Offender	888407	9/26/2012	Pernula, Theresa L. 'Terry' (DOC)	Raven Cutler 888407. Copies of all info from the investigation Steve Blankenship did on personal injury from 3-7-12, copies of the investigation of staff misconduct done by Dalbeck	12/28/2012	3 Closed	In Unit	67		6.5
12-22136	Young	Maria	Citizen	801444	9/26/2012	Siverts, Jacqueline L. (DOC)	Henry Young 801444. Any documents including picture to give current location/address.	10/2/2012	3 Closed	In Unit	2	2	1
12-22137	Lewis	Pat	Attorney	796411	9/25/2012	Peterson, Terrina D. (DOC)	Todd Buurman 796411. Entire Central File, or items pertaining to period of incarceration at MCC Special Offenders Unit from 9/1/2011 to 12/31/2011		3 Closed	In Unit	33		
12-22138	M	Fred	Other Government Ag	826465	9/26/2012	Shamberg, Virginia B. (DOC)	June Johnson 826465. Supervision records	5/13/2013	3 Closed	In Unit	191		
12-22139	Moreno	Adelfa	Attorney	708355	9/26/2012		Horacio Lizarraga 708355. Criminal records, entire file	2/22/2013	3 Closed	In Unit	383	383	10
12-22140	McKenzie	Kazumi	Citizen	279480	9/26/2012	Siverts, Jacqueline L. (DOC)	Paul McKenzie 279480. All files pertaining to him. Citizenship status.	12/11/2012	3 Closed	In Unit	353		7
12-22141	Morley	Robert	DOC Staff		9/27/2012	Schave, Gaylene R. (DOC)	any/all docs regarding his administrative leave and reassignment	10/2/2012	3 Closed	In Unit			0.5
12-22142	Thomas	Gary	Offender	127649	9/27/2012		J&S and cost of copies of paintings he's done	12/20/2012	3 Closed	In Unit	56	56	6
12-22143	Freeburg	Scott	Offender	250835	9/27/2012	Peterson, Terrina D. (DOC)	legal mail log from WSP on 8/6/12	11/14/2012	3 Closed	In Unit	2	2	
12-22144	Hopkins	Cody	Offender	350384	9/27/2012	Pernula, Theresa L. 'Terry' (DOC)	all his kiosk messages, emails from C13 Watkins to WCC regarding property/legal docs from 10/1/11-7/1/12, and grievances he's filed	12/3/2012	3 Closed	In Unit	18		1.5

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22135		No							Raven Cutler	9-27-12 RS to WCCW by 10-22 rcv'd 10-22 10-10-12 follow up e-mail to WCCW 11-7-12 e-mail to WCCW rcv'd 11-8 2-15-13 close if no response rcv'd
12-22136		No		1.00					Maria Young	
12-22137		No					Jeanette W. Boothe, Inc., P.S.		Pat Lewis	
12-22138		No					SSA		Fred M	OHR-16521 CD-3056
12-22139		No					Rios & Cruz, P.S		Adelfa Moreno	
12-22140		No		7.00					Kazumi McKenzie	I will request that the ISRB file be ordered from the state records center. Robin Riley 9-28-2012 ISRB file on CD is being sent in 10-10-12 to PDU. Robin Riley
12-22141		No							Robert Morley	
12-22142		No							Gary Thomas	
12-22143		No							Scott Freeburg	
12-22144		No							Cody Hopkins	10-1-12 RS to AHCC by 10-22 Rcv'd 10-22 10-1-12 RS to C. Curl by 10-22 Rcv'd no rcv'ds 10-1-12 RS to C. Vanderhule by 10-22 Rcv'd 10-22 1-3-13 close if no response rcv'd

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22135	10/2/2012	10/3/2012			2012-9	12/31/2012		
12-22136	10/2/2012	10/3/2012			2012-9	10/3/2012		
12-22137	9/27/2012	10/2/2012			2012-9	12/10/2012		
12-22138	10/3/2012	10/3/2012			2012-9	11/30/2012	\$ 43.50	
12-22139	10/1/2012	10/3/2012		Photocopy	2012-9		\$ 59.80	2/21/2013
12-22140	9/27/2012	10/3/2012		Photocopy	2012-9	1/11/2013		
12-22141	10/1/2012	10/4/2012			2012-9			
12-22142	10/1/2012	10/4/2012		Photocopy	2012-9	12/16/2012	\$ 14.17	12/19/2012
12-22143	9/28/2012	10/4/2012		Photocopy	2012-9	11/16/2012	\$ 0.85	11/14/2012
12-22144	10/3/2012	10/4/2012			2012-9	12/31/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22135	<p>2012 10-2 mailed initial response / clarification 10-8 rcv'd clarification 10-12 mailed response to clarification 11-9 mailed enjoinder to 7 staff 11-28 mailed cost letter for 67 pgs / \$16.50 12-5 rcv'd letter asking to keep file open 12-10 mailed response to letter of 12-5 12-26 rcv'd letter from requestor 12-28 mailed response to letter of 12-26</p> <p>HOURS: 6.5 CLOSED 2012 Sept. - 0.5 Oct. - 0.5 + 2.5 WCCW Nov. - 2.5 Dec. - 0.5</p>	2.50	4.00
12-22136	<p>1. Received request. 09-26-12 2. Sent letter and responsive documents. 10-02-12</p>		1.00
12-22137	<p>9/27/12 Initial ResponseRouting Slip9/27/12Documents rec'd 11/1/12Redactions done2nd Eyes task 11/5/12Cost letter sent 1/9/13No payment rec'd from requestor, file closed</p>		
12-22138	<p>Ordered Field File from records center. Received FF /copies made. 10/2/2012 Int./cost letter sent.</p> <p>Once payment is received i will inform Mr. M. that CD and Medical will be handled by someone else.</p> <p>CLOSED/PAST 30 DAYS.</p>		
12-22139	<p>initial sent 10/1/12 cst sent 11/30/12 first install sent 12/20/12 cst sent 2/5/13 fml sent 2/22/13</p>	1.00	9.00
12-22140	<p>1. Received initial request. 09-26-12 2. Sent letter of clarification. 09-27-12 3. Received verification from requestor wanting all files. 09-27-12. 4. Requested archived field, central, and probation file. 09-28-12. 5. Sent reply to requestor letting her know we received her clarification and when her items should be gathered. 10-02-12. 6. Extension letter sent to requestor. New due date 12/13/12. 11/26/12 7. Cost letter for first installment sent. 12/11/12</p>	1.00	6.00
12-22141	Investigation regarding himself is not complete. Closed		0.50
12-22142	<p>initial sent 10/1/12 cst sent 11/16/12 fml sent 12/20/12</p>	3.00	3.00
12-22143	<p>9/27/12 Initial ResponseRouting Slip10/11/12Documents Rec'd 2 pagesCost letter sent 11/14/12 - Payment rec'd (\$85) while Terrina was on AL; mailed 2 pages and final letter. - E. Terhune</p>		
12-22144	<p>2012 10-3 mailed initial response/clarification 12-3 mailed cost letter for 18 pgs / \$4.90</p> <p>HOURS: 1.5 CLOSED 2012 Sept. - 0.25 Oct. - 0.5 Nov. - 0.75</p>		1.50

PD LOG #	Requested Items	To Do Date	To Do Status
12-22135	1.) Copies of all documentation related to her personal injury which occurred on 3/7/12, investigated by S. Blankenship. 2.) Staff misconduct investigation conducted by Mr. Dahlbeck		Initial
12-22136	A copy of the picture and current location of Henry E. Young #801444.		Initial
12-22137	All documents in the Central File between 09/01/2011 to 12/31/2011 while at Monroe SOU.	12/10/2012	Other
12-22138	Complete Field File copy.		Initial
12-22139			Initial
12-22140	All records related to Paul McKenzie, especially his citizenship status.		Initial
12-22141			Initial
12-22142			Initial
12-22143	Legal mail log, WSP Echo Unit 8/6/12	11/16/2012	Other
12-22144	1. Copies of all kiosk messages to & from yourself dated 8/30/11 - 9/11/12. 2. Copies of all e-mails from CI 3 Watkins to Shelton regarding your property and legal documents from October 1, 2011 to July 1, 2012 – <i>I interpret this to be for CC3 Watkins.</i> 3. Copies of all e-mails from CI 3 Watkins to the grievance coordinator in Shelton and at AHCC regarding grievances filed by you – <i>Again, I interpret this to be for CC3 Watkins.</i> 4. Copies of grievance documents, records, and other information compiled for yourself – <i>I will begin by gathering grievances filed by you. Please be more specific in what documents you want rather than "records and other information".</i>		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22145	Perkuhn	Rachael	Attorney		9/27/2012	Shamberg, Virginia B. (DOC)	Judy Abram DOC monitoring info and complete forensic risk assessment	10/31/2012	3 Closed	In Unit	29	29	3
12-22146	Cress	Teddy	Offender	947738	9/27/2012	Peterson, Terrina D. (DOC)	policies 390.580, 690.400, 840.100, 350.210, 630.590, 800.005, 390.570, and 800.020	10/16/2012	3 Closed	In Unit	51	51	3
12-22147	Kolesnik	Michael	Offender	863743	9/27/2012		all records regarding the revision of the OHP on 11/12/10 and the amendment of WAC 137-91-010 in 2010	12/6/2012	3 Closed	In Unit	63	63	1.75
12-22148	Wood	Randolph	Offender	898389	9/27/2012	DOC WCC PDU	transcripts and recordings for hearing #502 reduced to 633 on 7/30/12, hearing #509 on 9/14/12, surveillance on incidents on 7/25/12, 9/7/12, and 9/5/12, and current info in OMNI		0 New	Out of Unit			
12-22149	Green	Randy	Provider	345827	9/27/2012	DOC EVERETT PDU	Joshua Torres 345827 J&S, PSI, victim statements, and police investigations		0 New	Out of Unit			
12-22150	Elliott	Anne	Attorney	898275	9/27/2012		Omar Tamnam 898275 supervision file	1/11/2013	3 Closed	In Unit	550	505	6.25
12-22151	Terry	Anita	Other Government Ag	767937	9/27/2012	Garland, Kari A. (DOC)	Scott Ford (Davis) 767937 criminal records	1/2/2013	3 Closed	In Unit	37	0	6.25
12-22152	Rouse	Calvin	Offender	821206	9/24/2012	Pernula, Theresa L. 'Terry' (DOC)	J&S for all convictions	11/19/2012	3 Closed	In Unit	14		1.5
12-22153	Tolliver	Karen	Citizen	312267	9/27/2012	DOC SRCJC PDU	Blair Tolliver 312267 FF		1 Open/In-Progress	Out of Unit			
12-22154	Washington	Antwonn	Offender	311419	9/28/2012	Siverts, Jacqueline L. (DOC)	trust account statements for June and July 2012	12/31/2012	3 Closed	In Unit	5	5	2.25

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22145		Yes					Associated Counsel for the Accused		Rachael Perkuhn	OHR-16524, CD-3058
12-22146		No							Teddy Cress	
12-22147		No		1.75					Michael Kolesnik	
12-22148		No							Randolph Wood	
12-22149		No							Randy Green	OHR-16523
12-22150		No		6.25			Seattle City Attorney's Office		Anne Elliott	
12-22151		Yes		0.75			DSHS		Anita Terry	OHR-16537, CD-3065 Reviewed CF copy, Liberty & OMNI/OMNI Reports & printed responsive docs (31 pages) 6 responsive pages from the FF
12-22152		No							Calvin Rouse	10-1-12 RS to CRCC by 10-22 rcv'd 10-9 12-19-12 close if no response rcv'd
12-22153		No							Karen Tolliver	
12-22154		No		2.25					Antwonn Washington	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22145	10/4/2012	10/4/2012			2012-9	11/7/2012		
12-22146	9/28/2012	10/4/2012		Photocopy	2012-9	10/29/2012	\$ 12.70	10/16/2012
12-22147	10/1/2012	10/4/2012		Photocopy	2012-9	12/6/2012	\$ 15.50	11/29/2012
12-22148		10/4/2012			2012-9	10/4/2012		
12-22149		10/4/2012			2012-9	10/4/2012		
12-22150	10/1/2012	10/4/2012		Photocopy	2012-9	11/30/2012	\$ 90.35	12/31/2012
12-22151	10/4/2012	10/4/2012		Photocopy	2012-9		\$ -	
12-22152	9/28/2012	10/1/2012			2012-9	11/30/2012		
12-22153	10/1/2012	10/4/2012			2012-9	10/4/2012		
12-22154	10/2/2012	10/5/2012		Photocopy	2012-9	12/19/2012	\$ 1.25	12/27/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22145	Workflow sent to SRCJC to gather responsive documents. 10/18/2012 Received responsive documents from Tierra Bonds. 10/31/2012 Emailed 29 responsive pages to Ms. Perkuhn.	1.00	2.00
12-22146	9/27/12 Initial ResponseGathered policies from website10/16/2012mailed documents/final response		
12-22147	10/1/12 Mailed initial letter Sent out routing slip 11/6/12 Mailed cost letter 12/6/12 Mailed responsive docs. Request closed. 12/18/19 Responded to requestors letter-notifying him that responsive docs were mailed on 12/6/12.	1.00	0.75
12-22148			
12-22149			
12-22150	10/1/12 Called requestor/Emailed clarification letter.10/2/12Responded to requestors clarificationOrdered archive file 11/21/12Requested 2nd eyes 12/5/12 Emailed cost letter 1/9/13-Mailed 1st Installment 1/11/13- Emailed final installment		6.25
12-22151	10/04/12 Mailed int 5-day response letter (60/010313) 10/04/12 Ordered archived FF 10/04/12 Sent RS to SRCJC for requested docs from CF (status LPWR) (due 10/25/12) 10/10/12 Per Amanda- FF not archived 10/11/12 Sent RS to SRCJC for requested docs from FF (due 10/26/12) 10/10/12 Recd CF copy from SRCJC (3 hrs time rept) 10/16/12 Recd docs from SRCJC from FF (7 pgs) 01/02/13 Mailed S cost letter (37 pages/\$9.30) 12/24/13 Closed due to non payment REQUEST CLOSED - PDU Folder to file room bin	3.00	3.25
12-22152	2012 9-28 mailed initial response 11-19 mailed cost letter for 14 pgs / \$4.10 HOURS: 1.5 CLOSED 2012 Sept. - 0.5 Oct. - 0.5 Nov. - 0.5		1.50
12-22153	Assigned to TOni Flores		
12-22154	1. Received request. 09-28-12 2. Routed request to Tina Coleman. 10-02-12 3. Sent initial letter to requestor. 10-02-12 6. Cost letter sent. 11-19-12 7. Payment received 12-27-12 8. Copies sent. 12-31-12	0.25	2.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22145	Requesting any classes she may have attended, medical, UA's while on supervision, behavioral, history of treatment.		Initial
12-22146	Policies 390.580 690.400 840.100 350.210 630.590 800.005 390.570 800.020	10/29/2012	Waiting-Someone else
12-22147	1. Any/all records related to the revision of the Offender Health Plan (OHP) on 11/12/10. 2. Any/all records related to the amendment of WAC 137-91-010 in 2010.	12/6/2012	Other
12-22148			Initial
12-22149			Initial
12-22150	Any/all records regarding the field file (probation file) for Omar Tammam, #898275.	11/30/2012	Initial
12-22151	Disclosure of the following records pertaining to Scott Ford (Davis), DOC #767937 1. Family, Social & employment history 2. Payment Records Criminal Records 3. Criminal Records 4. Individual Assessments 5. School, education and training Also- Health/mental health/CD records		Other
12-22152	copies of Judgment and Sentences for all of his convictions		Initial
12-22153			Initial
12-22154	Trust account statements from 06/01/12 to 07/31/12.		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22155	Faulkner	Clarence	Offender	842107	9/28/2012	Terrell, Paula L. (DOC)	completed mail daily log signature sheet in D-unit on 7/2/12	1/8/2013	3 Closed	In Unit	1	1	6
12-22156	LaVallie	Michael	Offender	359578	9/28/2012	DOC CRCC PDU	J&S		0 New	Out of Unit			
12-22157	Brearty	Bradley	Offender	874251	9/28/2012	DOC MCC PDU	PSI		0 New	Out of Unit			
12-22158	Duarte	Tereso	Offender	791670	9/28/2012	DOC CRCC PDU	surveillance from 6/18/12 #633 assault infraction		3 Closed	Out of Unit	263	263	19
12-22159	Salazar	Salvador	Offender	303597	9/28/2012	DOC MCC PDU	release date		0 New	Out of Unit			
12-22160	Martin	Heather	Other Government Ag	320328	9/28/2012	DOC EVERETT PDU	Mary Takatsui 320328 arrest records, compliance, and restitution records		0 New	Out of Unit			
12-22161	Duong	Phat	Offender	811913	9/28/2012	DOC AHCC PDU	official release document		0 New	Out of Unit			
12-22162	Bontecou	Steve	Citizen	702988	9/28/2012	Garland, Kari A. (DOC)	Bertario Santos-Rojas 702988 GED credits & educational records		3 Closed	In Unit	4	4	2
12-22163	M	Fred	Other Government Ag	841483	9/28/2012	DOC SRCJC PDU	Ivan Haynes 841483 supervision records		3 Closed	Out of Unit			
12-22164	Crain	Scott	Attorney	350001	9/28/2012	DOC EVERETT PDU	Richard Humphries 350001 chronos and violation reports since 7/24/12		0 New	Out of Unit			
12-22165	Scully	Sarah	Provider	322309	9/28/2012	DOC ES2 PDU	Timothy Denton 322309 UA's	10/8/2012	3 Closed	Out of Unit	6	6	1.5
12-22166	Pedersen	Kirk	DOC Staff		10/1/2012	Peterson, Terrina D. (DOC)	any/all records regarding the antiharrassment orders filed between himself and C/O Nick Stanley	2/4/2013	3 Closed	In Unit	10	24	

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22155		No		2.00					Clarence Faulkner	1/8/13 file placed in bin. No port done.
12-22156		No							Michael LaVallie	
12-22157		No							Bradley Brearty	
12-22158		No							Tereso Duarte	
12-22159		No							Salvador Salazar	
12-22160		No					OR Dept. of Human Services		Heather Martin	OHR-16538, CD-3066
12-22161		No							Phat Duong	
12-22162		No		2.00					Steve Bontecou	Printed OBTS- Offender Program Summary and OMNI Reports- Participation BY Offender Classif Referral from CF stating attending school for GED No certificates of completion, etc. in CF or FF
12-22163		Yes					SSA		Fred M	OHR-16539, CD-3067
12-22164		No					Northwest Justice Project		Scott Crain	
12-22165		Yes		1.50			Sundown Ranch		Sarah Scully	CD-3076
12-22166		No							Kirk Pedersen	Ronald Fraker Rec'd Paula Gaumond Nothing??? Yvette is following up with her Jennifer Schwenker Rec'd Candace Germeau Nothing Sandra Diimmel Nothing Michael Obenland Nothing Julie Smith Nothing

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22155	10/5/2012	10/5/2012		Photocopy	2012-9	12/13/2012	\$ 0.65	12/27/2012
12-22156		10/5/2012			2012-9	10/5/2012		
12-22157		10/5/2012			2012-9	10/5/2012		
12-22158	10/1/2012	10/5/2012		Compact Disk	2012-9	10/5/2012	\$ 1.69	8/16/2012
12-22159		10/5/2012			2012-9	10/5/2012		
12-22160		10/5/2012			2012-9	10/5/2012		
12-22161		10/5/2012			2012-9	10/5/2012		
12-22162	10/4/2012	10/5/2012			2012-9		\$ -	
12-22163		10/1/2012			2012-9			
12-22164		10/5/2012			2012-9	10/5/2012		
12-22165		10/5/2012			2012-9	10/5/2012		
12-22166	10/2/2012	10/8/2012		Photocopy	2012-10	3/28/2013	\$ 2.66	

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22155	<p>RS to CRCC Records received and saved in Outlook.</p> <p>Cost letter due 11/28/12</p> <p>11/28/12 extension letter mailed New due date for cost letter is 12/13/12</p> <p>10/15/12 Received letter 10/19/12 responded to letter.</p> <p>11/27/12 Hand delivered all-inclusive PD file to DV 12/06/12 file returned to me. 12/6/12 prepared cost letter and sent letter for review to JG</p> <p>Number of Pages 1 x .20 \$0.20 Postage + \$0.45 Total Cost \$0.65 12/6/12 JG approved and added language of letter 12/6/12 mailed letter</p>	3.00	3.00
12-22156			
12-22157			
12-22158	<p>10/3/12 clarification letter sent, requesting which facility did this occur at. 8/17/12 mailed CD 11/15/12 no further records.</p>	13.00	6.00
12-22159			
12-22160			
12-22161			
12-22162	<p>10/04/12 Requested archived CF & FF 10/04/12 Sent int 5-day response via email (60/010313) 10/10/12 Received archived CF & FF 10/11/12 Reviewed CF & FF and retnd CF & FF to RC bin 10/11/12 Sent final email to requestor and attached 4 pages</p> <p>REQUEST CLOSED - PDU Folder to file room bin</p>		2.00
12-22163	<p>Assigned to Becky Johnson</p> <p>Closed out. Requestor does not need copies only CD/MEdical.</p>		
12-22164			
12-22165	emailed 6 pages and final letter 10/8/12, 1.5 hour spent	1.50	
12-22166	<p>10/2/12 Initial Response12/7/12Still waiting for email searchextension letter mailed 12/27/12routing for staff not vaulted 1/3/13 - 1.5Enjoinment sent (1/15/13 due date)Extension letter sent (1/18/13) 1/18/13 - .501st install cost letter sent 2/4/13 - .50Payment rec'dRecords mailed (24 pgs) 2/20/13 - 1Reviewed 2nd installment 2/25/13 - .50Cost letter (10 pgs) 4/12/13 - .50No payment, file closed</p>		